



Champaign County Developmental Disabilities Board (CCDDB) Meeting Agenda

Wednesday, June 23, 2021, 9:00AM

Shields-Carter Room, Brookens Administrative Building

1776 East Washington Street, Urbana, IL

<https://us02web.zoom.us/j/81559124557>

312-626-6799, Meeting ID: 815 5912 4557

Public Input: All are welcome to attend the Board's meetings, using the Zoom options or in person, in order to observe and to offer thoughts during the "Public Participation" period of the meeting. For support to participate during a meeting, let us know how we might help by emailing kim@ccmhb.org.

If the time of the meeting is not convenient, you may still communicate with the Board by emailing kim@ccmhb.org any written comments which you would like us to read to the Board during the meeting. Your feedback is appreciated, but be aware that the time for each person's comments may be limited to five minutes.

1. Call to Order
2. Roll Call
3. Zoom Instructions - <https://us02web.zoom.us/j/81559124557> (page 3)
4. Approval of Agenda*
5. Citizen Input/Public Participation
The chairperson may limit public participation to five minutes per person.
6. Chairperson's Comments – Dr. Anne Robin
7. Executive Director's Comments – Lynn Canfield
8. Approval of CCDDB Board Meeting and Study Session Minutes (pages 4-9)*
Minutes from the 05/19/21 board meeting are included. Action is requested.
9. Expenditure List (page 10)*
An "Expenditure Approval List" is included. Action is requested, to accept the list and place it on file.
10. New Business
 - A. DRAFT Fiscal Year (Calendar Year) 2022 Budgets (pages 11-19)*
A Decision Memorandum, proposed 2022 budgets for the MHB, DDB, and CILA funds, and background information on each, are included for review and approval.
 - B. Updated MOU with United Way (pages 20-22)*
The packet contains a Decision Memorandum and revised MOU with the United Way of Champaign County and the CCDDB for continuation of funding for 211 Information and Referral Services. Action is requested.
 - C. Revised CCDDB By-Laws (pages 23-61)*

Included for review and approval are a Decision Memorandum and attached DRAFT of proposed revisions to the Board's By-Laws. Action is requested. For reference, the packet also contains the full texts of the Illinois Community Care for Persons with Developmental Disabilities Act, Illinois Open Meetings Act, and the Champaign County Code of Ethics.

11. Successes and Other Agency Information

Funded program providers and self-advocates are invited to give oral reports on individuals' successes. At the chairperson's discretion, other agency information may be limited to five minutes per agency.

12. Old Business

A. CILA Facilities Project Update **(pages 62-65)***

A Decision Memorandum presents an update on the CCDDDB/CCMHB shared CILA Facilities Project. Action is requested. A guest editorial by a member of the CCDDDB is attached for information only.

B. Dis-ABILITY Resource Expo Update **(pages 66-67)**

Included for information is a briefing memo.

C. CCDDDB and CCMHB Schedules and CCDDDB Timeline **(pages 68-72)**

D. Acronyms and Glossary **(pages 73-80)**

A list of commonly used acronyms is included for information.

13. CCMHB Input

14. Staff Reports **(pages 81-97)**

Included in the board packet for information only are reports from Kim Bowdry, Leon Bryson, Stephanie Howard-Gallo, Shandra Summerville, and Chris Wilson.

15. Board Announcements

16. Adjournment

**Board action requested*

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Instructions for participating in Zoom Conference Bridge for CCDDB Meeting June 23, 2021 at 9:00 a.m.

You will need a computer with a microphone and speakers to join the Zoom Conference Bridge; if you want your face broadcast you will need a webcam.

Go to Join Zoom Meeting

<https://us02web.zoom.us/j/81559124557>

Meeting ID: 815 5912 4557

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Dial by your location

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Find your local number: <https://us02web.zoom.us/u/kCrkmcope>

When the meeting opens, choose to join with or without video. (Joining without video doesn't impact your participation in the meeting, it just turns off YOUR video camera so your face is not seen. Joining without video will also use less bandwidth and will make the meeting experience smoother).

Join with computer audio.

Once you are in the meeting, click on "participants" at the bottom of the screen.

Once you've clicked on participants you should see a list of participants with an option to "Raise Hand" at the bottom of the participants screen. **If you wish to speak, click "raise hand" and the Chair will call on you to speak.**

If you are not a member of the CCDDB or a staff person, **please sign in by writing your name and any agency affiliation in the Chat area.** This, like the recording of the meeting itself, is a public document. There are agenda items for Public Participation and for Agency Input, and we will monitor the 'raised hands' during those times.

If you have called in, please speak up during these portions of the meeting if you would like to make a contribution. If you have called in and therefore do not have access to the chat, there will be an opportunity for you to share your 'sign-in' information. If your name is not displayed in the participant list, we might ask that you change it, especially if many people join the call.

Members of the public should not write questions or comments in the Chat area, unless otherwise prompted by the Board, who may choose to record questions and answers there.

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**CHAMPAIGN COUNTY BOARD FOR CARE AND TREATMENT
OF PERSONS WITH A DEVELOPMENTAL DISABILITY
(CCDDB)
MEETING**

Minutes –May 19, 2021

*This meeting was held remotely and with
representation at the Brookens Administrative Center.*

9:00 a.m.

MEMBERS PRESENT: Gail Kennedy, Anne Robin, Deb Ruesch, Sue Suter

MEMBERS EXCUSED: Georgiana Schuster

STAFF PRESENT: Kim Bowdry, Leon Bryson, Lynn Canfield, Stephanie Howard-Gallo

OTHERS PRESENT: Josh Cornwell, Vicki Tolf, Patty Walters, Greg Schroeder, Sarah Perry, Danielle Matthews, Laura Bennett, DSC; Becca Obuchowski, Hannah Sheets, Community Choices; Mel Liong, Sherry Longcor, PACE; Elise Belknap, Head Start; Kathy Kessler, Rosecrance, Inc.

CALL TO ORDER:

Dr. Robin called the meeting to order at 9:01 a.m.

ROLL CALL:

Roll call was taken and a quorum was present. Executive Director Canfield was present at the Brookens Administrative Center per the Open Meetings Act.

ZOOM INSTRUCTIONS:

Instructions were included in the packet.

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APPROVAL OF AGENDA:

The agenda was in the packet for review. The agenda was approved unanimously by a roll call vote.

CITIZEN INPUT/AGENCY INFORMATION:

None.

PRESIDENT’S COMMENTS:

Dr. Robin requested the Board vote on each individual program.

EXECUTIVE DIRECTOR’S COMMENTS:

Ms. Canfield reviewed the agenda.

APPROVAL OF MINUTES:

Minutes from the 04/21/21 board meeting and 04/28/21 study session was included in the packet.

MOTION: Ms. Ruesch moved to approve the minutes from the April 21, 2021 meeting and April 28, 2021 study session. Dr. Kennedy seconded the motion. A roll call vote was taken and the motion passed unanimously.

EXPENDITURE LIST:

An “Expenditure Approval List” was included in the packet.

MOTION: Dr. Kennedy moved to accept the Expenditure Approval List as presented in the packet. Ms. Ruesch seconded the motion. A roll call vote was taken and the motion passed unanimously.

NEW BUSINESS:

Staff Recommendations for PY22 Agency Allocations:

A Decision Memorandum presents the staff recommendations for allocation of PY22 funding to agencies, with attached Tier Sheet. For consideration by the Champaign County Developmental Disabilities Board (CCDDDB), this memorandum presented staff recommendations for funding for the Program Year (PY) 2022 (July 1, 2021 through June 30, 2022.) Decision authority rests with the CCDDDB and their sole discretion and judgment concerning the most appropriate use of available dollars based on assessment of community needs, best value, alignment with decision

support criteria, pricing and affordability, and reasonable distribution of funds across service type intensity.

Instead of voting per priority category, the Board made separate motions for each funding request. The two programs which were denied for CCDDDB funding and endorsed for CCMHB (I/DD) funding were STRONGLY endorsed by the CCDDDB.

MOTION: Ms. Ruesch moved to approve funding of \$38,000 for CU Autism Network as presented in the memorandum. Dr. Kennedy seconded. A roll call vote was taken and the motion passed unanimously.

MOTION: Ms. Ruesch moved to DEFER funding of \$27,000 for Piatt County Mental Health Center – VOC Programming as presented in the memorandum. Dr. Kennedy seconded. A roll call vote was taken and the motion passed unanimously.

MOTION: Ms. Ruesch moved to approve funding of \$311,489 for CCRPC-Community Services – Decision Support/Person-Centered Planning as presented in the memorandum. Dr. Kennedy seconded. A roll call vote was taken and the motion passed unanimously.

MOTION: Dr. Kennedy moved to approve funding of \$435,858 for DSC Service Coordination as presented in the memorandum. Ms. Ruesch seconded. A roll call vote was taken and the motion passed unanimously.

MOTION: Dr. Kennedy moved to DEFER funding of \$34,000 for Piatt County Mental Health Center – CDS Program Support as presented in the memorandum. Ms. Ruesch seconded. A roll call vote was taken and the motion passed unanimously.

MOTION: Ms. Ruesch moved to approve funding of \$35,150 as a grant contract for Rosecrance Central Illinois – Coordination of Services. Dr. Kennedy seconded. A roll call vote was taken and the motion passed unanimously.

MOTION: Ms. Ruesch moved to approve funding of \$201,000 for Community Choices – Community Living as presented in the memorandum. Dr. Kennedy seconded. A roll call vote was taken and the motion passed unanimously.

MOTION: Ms. Ruesch moved to approve funding of \$456,040 for DSC – Community Living as presented in the memorandum. Dr. Kennedy seconded. A roll call vote was taken and the motion passed unanimously.

MOTION: Ms. Ruesch moved to approve funding of \$174,000 for DSC – Clinical as presented in the memorandum. Dr. Kennedy seconded. A roll call vote was taken and the motion passed unanimously.

MOTION: Ms. Ruesch moved to approve funding of \$429,058 for DSC – Individual and Family Support as presented in the memorandum. Dr. Kennedy seconded. A roll call vote was taken and the motion passed unanimously.

MOTION: Ms. Ruesch moved to approve funding of \$24,267 for PACE – Consumer Control in Personal Support as presented in the memorandum. Dr. Kennedy seconded. A roll call vote was taken and the motion passed unanimously.

MOTION: Ms. Ruesch moved to approve funding of \$201,000 for Community Choices – Customized Employment as presented in the memorandum. Dr. Kennedy seconded. A roll call vote was taken and the motion passed unanimously.

MOTION: Ms. Ruesch moved to approve funding of \$361,370 for DSC – Community Employment as presented in the memorandum. Dr. Kennedy seconded. A roll call vote was taken and the motion passed unanimously.

MOTION: Ms. Ruesch moved to approve funding of \$80,000 for DSC – Employment First as presented in the memorandum. Dr. Kennedy seconded. A roll call vote was taken and the motion passed unanimously.

MOTION: Ms. Ruesch moved to approve funding of \$162,000 for Community Choices – Self Determination Support as presented in the memorandum. Dr. Kennedy seconded. A roll call vote was taken and the motion passed unanimously.

MOTION: Ms. Ruesch moved to approve funding of \$847,659 for DSC – Community First as presented in the memorandum. Dr. Kennedy seconded. A roll call vote was taken and the motion passed unanimously.

MOTION: Ms. Ruesch moved to approve funding of \$85,000 for DSC – Connections as presented in the memorandum. Dr. Kennedy seconded. A roll call vote was taken and the motion passed unanimously.

MOTION: Ms. Ruesch moved to deny funding of \$121,999 for Champaign County Head Start – Mental Health Services as presented in the memorandum, contingent upon the Champaign County Mental Health Board will provide funding of \$121,999 for this program. Dr. Kennedy seconded. A roll call vote was taken and the motion passed unanimously.

MOTION: Ms. Ruesch moved to deny funding of \$596,522 for DSC – Family Development as presented in the memorandum, contingent upon the Champaign County Mental Health Board will provide funding of \$596,522 for this program. Dr. Kennedy seconded. A roll call vote was taken and the motion passed unanimously.

MOTION: Dr. Kennedy moved to approve funding of \$50,000 for the CILA project as presented in the memorandum. Ms. Ruesch seconded. A roll call vote was taken and the motion passed unanimously.

MOTION: Ms. Ruesch moved to authorize the executive director to conduct Contract Negotiations as specified in the memorandum. Dr. Kennedy seconded the motion. A roll call vote was taken and the motion passed unanimously.

MOTION: Ms. Ruesch to authorize the executive director to implement contract maximum reductions as described in the Special Notification Concerning PY2022 Awards section of the memorandum. Dr. Kennedy seconded the motion. A roll call vote was taken and the motion passed unanimously.

MOTION: Ms. Ruesch moved to authorize the executive director to include in all PY2022 contracts the COVID-19 Special Provision described in the Special Notifications Concerning PY2022 Awards section of the memorandum. Dr. Kennedy seconded the motion. A roll call vote was taken and the motion passed unanimously.

Revised CCDDDB Funding Guidelines:

Included for review was a Decision Memorandum and attached DRAFT of proposed revisions to the Board's Funding Guidelines. A revised document was presented as an addendum.

MOTION: Ms. Ruesch moved to approve the revised CCDDDB Requirement and Guidelines for Allocation of Funds as presented as addendum. Dr. Kennedy seconded the motion. A roll call vote was taken and the motion passed unanimously.

Successes and Other Agency Information:

Becca Obuchowski from Community Choices and patty Walters from DSC provided updates.

OLD BUSNIESS:

Agency PY2021 3rd Quarter Program Activity/Consumer Service Reports:

Included for information were copies of each program's submitted activity report.



PY2021 3rd Quarter Service Data Charts:

3rd Quarter service hours and activities reports were included for information.

211 Quarterly Reports:

Included for information were reports prepared by PATH regarding Champaign County 211 calls.

CCDDB and CCMHB Schedules and CCDDB Timeline:

Meeting schedules were included in the Board packet.

Acronyms and Glossary:

A list of commonly used acronyms was included for information.

CCMHB Input:

The CCMHB will make their funding decisions on May 26, 2021.

Staff Reports:

Included in the board packet for information only were reports from Kim Bowdry and Stephanie Howard-Gallo.

BOARD ANNOUNCEMENTS:

None.

ADJOURNMENT:

The meeting adjourned at 10:25 a.m.

Respectfully Submitted by: Stephanie Howard-Gallo

**Minutes are in draft form and subject to CCDDB approval.*

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CHAMPAIGN COUNTY

EXPENDITURE APPROVAL LIST

6/09/21

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VENDOR NO	VENDOR NAME	TRN B	TR	TRANS NO	PO NO	CHECK NUMBER	CHECK DATE	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ITEM DESCRIPTION	EXPENDITURE AMOUNT
***	FUND NO. 108	DEVLPMNTL	DISABILITY FUND								
***	DEPT NO. 050	DEVLMTNL	DISABILITY BOARD								
22300	DEVELOPMENTAL SERVICES CENTER OF	5/12/21	07	VR 108- 38	620094	5/14/21	108-050-533.92-00	CONTRIBUTIONS & GRANTS	APR COMMUNITY FIRST		70,638.00
									VENDOR TOTAL		70,638.00 *
54930	PERSONS ASSUMING CONTROL OF THEIR	5/26/21	06	VR 108- 39	620763	5/28/21	108-050-533.92-00	CONTRIBUTIONS & GRANTS	APR CONSUMER CONTRO		2,022.00
									VENDOR TOTAL		2,022.00 *
									DEVLMTNL DISABILITY BOARD	DEPARTMENT TOTAL	72,660.00 *
									DEVLPMNTL DISABILITY FUND	FUND TOTAL	72,660.00 *
									REPORT TOTAL	*****	101,043.19 *

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10.A.



DECISION MEMORANDUM

DATE: June 23, 2021
TO: Members, Champaign County Developmental Disabilities Board (CCDDB)
FROM: Lynn Canfield, Executive Director
SUBJECT: FY2022 Champaign County CCDDB and CILA Budget Submissions

Overview:

This memorandum presents draft budgets for the Champaign County Mental Health Board (CCMHB), Champaign County Developmental Disabilities Board (CCDDB), and CILA Facilities Funds for County Fiscal Year 2022 (January 1 through December 31, 2022), for approval by the Board.

These initial drafts will form the basis for staff planning and may be revised later in the year based on advice and information from the County Executive and Deputy Director of Finance, with newer revenue and cost estimates. Initial drafts will be submitted for information to the Champaign County Board for August 25 budget hearing. Final budgets will be presented during their appropriations process in November.

Attached are proposed 2022 CCMHB, CCDDB, and CILA Fund Budgets, with background details including comparisons of proposed 2022, projected 2021, and actual revenues and expenditures for fiscal years 2014 through 2020. The Intergovernmental Agreement between the CCMHB and CCDDB defines cost sharing and CILA ownership, among other arrangements. The CILA Fund Budget is under joint authority of the Boards.

Highlights of All Draft Versions:

- Projected 2022 property tax revenue assumes 3% growth over 2021, no adjustment for collection rate below 100%.
- Miscellaneous revenue includes excess revenue returned by agencies (both boards).
- Fund balances contain small amounts to be paid in relation to the hospital tax ruling, but these amounts are no longer reserved (most were returned during 2020).
- Majority of Expo Coordinator contracts are charged to Expo expense line, with a small portion in Professional Services or Public Relations for special projects. Prior to 2020, these had been charged to Professional Services, and Expo revenues and expenses were combined with other revenue and Public Relations costs, respectively (CCMHB budget). The future of the in-person Expo is unknown.
- Both Boards participate with United Way to purchase 211 service and in the UIUC Evaluation Capacity Project, shared as other costs, 57.85%/42.15% (CCMHB budget). Assumes no increase in costs and that both Boards continue.

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- CCMHB does not transfer an amount to the CILA fund in 2022, due to having paid off the mortgage; CCDDDB continues to transfer \$50,000 per year (CILA budget).
- No mortgage principal or interest expense (CILA budget).
- CILA budget based on projected actual 2020 and 2021 expenditures. Future of the CILA Facilities Project is unknown.
- Increases in Contributions & Grants (MHB and DDB).
- Lower cost of ERP system for 2022, with exact cost to be determined (MHB).
- Background information offers more detail on certain expenditure lines and previous year actual costs and revenues.

Decision Section:

Motion to approve the attached 2022 CCDDDB Budget, with anticipated revenues and expenditures of \$4,511,506.

- Approved
- Denied
- Modified
- Additional Information Needed

Motion to approve the attached 2022 CILA Fund Budget, with anticipated revenues and expenditures of \$67,000. Payment to this fund is consistent with the terms of the Intergovernmental Agreement between the CCDDDB and CCMHB, and full approval is contingent on CCMHB action.

- Approved
- Denied
- Modified
- Additional Information Needed

Draft 2022 CCDDDB Budget

LINE ITEM	BUDGETED REVENUE	
311.19	Property Taxes, Current	\$4,486,706
313.19	Back Property Taxes	\$1,000
314.10	Mobile Home Tax	\$1,000
315.10	Payment in Lieu of Taxes	\$2,000
361.10	Investment Interest	\$6,000
371.90	Interfund Transfer (Expo and some Other Misc Rev) from MH Fund	\$6,800
369.90	Other Miscellaneous Revenue	\$8,000
	TOTAL REVENUE	\$4,511,506

LINE ITEM	BUDGETED EXPENDITURES	
533.07	Professional Services (42.15% of an adjusted set of CCMHB Admin Expenses)	\$394,012
533.92	Contributions & Grants	\$4,067,494
571.11	Interfund Transfer, CILA Fund	\$50,000
	TOTAL EXPENSES	\$4,511,506

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Draft 2022 CILA Fund Budget

LINE ITEM	BUDGETED REVENUE	
361.10	Investment Interest	\$2,000
371.54	From CCDDDB 108	\$50,000
371.90	From CCMHB Fund 090	-
362.15	Rents	\$15,000
	TOTAL REVENUE	\$67,000

LINE ITEM	BUDGETED EXPENDITURES	
522.44	Equipment Less than \$5,000 (includes a designated gift for the benefit of one individual, accessed at family request, with balance \$6,176 as of February 11, 2021)	\$22,764
533.07	Professional Services (property management)	\$6,000
533.20	Insurance	\$2,400
533.28	Utilities	\$800
534.36	CILA Project Building Repair/Maintenance	\$14,000
534.37	Finance Charges (bank fees per statement)	\$36
534.58	Landscaping Service/Maintenance	\$14,000
544.22	Building Improvements	\$7,000
	TOTAL EXPENSES	\$67,000

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Draft 2022 CCMHB Budget

LINE ITEM	BUDGETED REVENUE	
311.24	Property Taxes, Current	\$5,468,599
313.24	Back Property Taxes	\$1,000
314.10	Mobile Home Tax	\$4,000
315.10	Payment in Lieu of Taxes	\$2,000
336.23	CCDDB Revenue	\$394,012
361.10	Investment Interest	\$10,000
363.10	Gifts & Donations	\$3,000
363.12	Expo Revenue	\$15,000
369.80	Other Miscellaneous Revenue	\$30,000
	TOTAL REVENUE	\$5,927,611

LINE ITEM	BUDGETED EXPENDITURES	
511.02	Appointed Official	\$106,734
511.03	Regular FTE	\$343,465
511.05	Temporary Salaries & Wages	\$2,000
511.09	Overtime Wages	\$1,000
513.01	FICA	\$33,900
513.02	IMRF	\$30,443
513.04	W-Comp	\$2,908
513.05	Unemployment	\$1,398
513.06	Health/Life Insurance	\$68,658
513.20	Employee Development/Recognition	\$200
	Personnel Total	\$590,706
522.01	Printing	\$500
522.02	Office Supplies	\$3,700
522.03	Books/Periodicals	\$300
522.04	Copier Supplies	\$1,000
522.06	Postage/UPS/Fed Ex	\$2,000
522.44	Equipment Under \$5000	\$7,000
	Commodities Total	\$14,500
533.01	Audit & Accounting Services	\$12,000
533.07	Professional Services	\$140,000
533.12	Travel	\$1,500
533.18	Non-employee training	\$8,000
533.20	Insurance	\$18,000
533.29	Computer Services	\$7,000
533.33	Telephone	\$1,000
533.42	Equipment Maintenance	\$500
533.50	Office Rental	\$24,000
533.51	Equipment Rental	\$800
533.70	Legal Notices/Ads	\$200
533.72	Department Operating	\$300
533.84	Business Meals/Expense	\$150
533.85	Photocopy Services	\$4,000
533.89	Public Relations	\$13,000
533.92	Contributions & Grants	\$4,986,025
533.93	Dues & Licenses	\$20,000
533.95	Conferences/Training	\$8,000
533.98	disAbility Resource Expo	\$58,000
534.37	Finance Charges/Bank Fees	\$30
534.70	Brookens Repair	\$100
	Services Total	\$5,302,605
571.08	Interfund Transfer, CCDDB (Share of Expo and some of Other Misc Rev, loan in 2019)	\$6,800
571.11	Interfund Transfer, CILA Fund	-
571.14	Interfund Transfer, to CARF for ERP	13000
	Interfund Transfers TOTAL	\$19,800
	TOTAL EXPENSES*	\$5,927,611

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Background for 2022 CCMHB Budget, with 2021 Projections and Earlier Actuals

2022 BUDGETED REVENUE		2021 PROJECTED	2020 ACTUAL	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL	2016 ACTUAL	2015 ACTUAL	2014 ACTUAL
Property Taxes, Current	\$5,468,599	\$5,304,955	\$4,887,609	\$4,813,598	\$4,611,577	\$4,415,651	\$4,246,055	\$4,161,439	\$4,037,720
Back Property Taxes	\$1,000	\$1,000	\$0	\$6,489	\$494	\$2,731	\$2,486	\$2,881	\$1,612
Mobile Home Tax	\$4,000	\$4,000	\$0	\$4,062	\$3,909	\$3,766	\$3,903	\$3,995	\$3,861
Payment in Lieu of Taxes	\$2,000	\$3,000	\$1,088	\$2,604	\$3,406	\$3,201	\$2,970	\$2,869	\$2,859
CCDDB Revenue	\$394,012	\$404,296	\$346,706	\$409,175	\$310,783	\$287,697	\$377,695	\$330,637	\$337,536
Investment Interest	\$10,000	\$33,000	\$7,627	\$45,950	\$41,818	\$18,473	\$3,493	\$1,385	\$1,015
Gift & Donations	\$3,000	\$3,000	\$2,900	\$4,706					
Expo Revenue (were combined)	\$15,000	\$15,000	\$13,805	\$14,275	\$21,613	\$5,225	\$18,822	\$26,221	\$28,192
Other Miscellaneous Revenue	\$30,000	\$80,000	\$80	\$129,028	\$29,955	\$117,195	\$21,340	\$87,599	\$85,719
TOTAL REVENUE	\$5,927,611	\$5,848,261	\$5,259,815	\$5,429,887	\$5,023,555	\$4,853,939	\$4,676,764	\$4,597,006	\$4,498,514

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2022 BUDGETED EXPENDITURES (SEE PAGE 5 FOR DETAILS)		2021 PROJECTED	2020 ACTUAL	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL	2016 ACTUAL	2015 ACTUAL	2014 ACTUAL
Personnel	\$590,706	\$580,633	\$544,001	\$519,678	\$522,073	\$449,220 (understaffed)	\$577,548	\$502,890	\$532,909
Commodities	\$14,500	\$14,500	\$12,362	\$11,147	\$10,049	\$6,263	\$7,998	\$11,237	\$9,282
Services (not Contrib & Grants)	\$316,580	\$320,480	\$286,913	\$286,385	\$404,059	\$432,828	\$410,157	\$382,870	\$375,735
Contributions & Grants	\$4,986,025	\$4,873,478	\$4,310,455	\$3,993,293	\$3,648,188	\$3,593,418	\$3,428,015	\$3,335,718	\$3,673,966
Interfund Expenditures	\$19,800	\$59,170	\$5,819	\$406,505	\$56,779	\$57,288	\$60,673	\$0	\$0
Interest on Tax Case		\$0	\$1,648						
TOTAL EXPENSES	\$5,927,611	\$5,848,261	\$5,161,198	\$5,218,998	\$4,641,148	\$4,089,797	\$4,484,391	\$4,232,715	\$4,561,892

Additional Information about Services

Approval of 2022 Budgets does not obligate the Boards to all expenditures/service contracts as described: most consultant/service contracts are developed by Executive Director with Board officers and, for larger amounts or unusual circumstances, full board review and approval; estimates are based on previous years.

SERVICES	2022	2021
Professional Services*	\$140,000 Approximately \$80,198 UI Evaluation, including CCDDDB. \$21,330 to United Way for 211/Path. \$500 human resources services (AAIM). \$3,000 IT services (BPC). \$1,000 Ed McManus. \$1,500 website accessibility testing (Falling Leaf). \$15,000 online application/reporting systems (EMIK). \$2000 maintenance of Expo, AIR, and resource guide. Also includes: language access and other accessible document production; graphic design; shredding services; independent reviewers; CPA consultant/reviews; consultant/reviews; legal counsel. (Expo/Special Projects consultant costs are split between this line, Public Relations, and disABILITY Resource Expo, per project.)	\$140,000 Approximately \$80,198 UI Evaluation, including CCDDDB. \$21,330 to United Way for 211/Path. \$500 human resources services (AAIM). \$3,000 IT services (BPC). \$1,000 Ed McManus. \$1,500 website accessibility testing (Falling Leaf). \$15,000 online application/reporting systems (EMIK). \$2000 maintenance of Expo, AIR, and resource guide. Also includes: language access and other accessible document production; graphic design; shredding services; independent reviewers; CPA consultant/reviews; legal counsel. (Expo/Special Projects consultant costs are split between this line, Public Relations, and disABILITY Resource Expo, per project.)
Public Relations***	\$13,000 \$9,000 Eberfest film sponsorship or similar, offset by Alliance member dues and other contributions of \$3k-\$5k/year. \$2,000 estimated for other community events. \$2,000 anti-stigma art show(s) and promotion, including Market in the Square and possible Farmers Market. \$2,000 sponsorships of other events. 25% of one Expo Coordinator may be charged to this line for work on non-Expo events and other special projects.	\$13,000 PAID IN 2020 - \$15,000 Eberfest film sponsorship, offset by Alliance member dues and other contributions of \$3k-\$5k/year. \$2,000 estimated for other community events. \$2,000 anti-stigma art show(s) and promotion, including Market in the Square and possible Farmers Market. \$2,000 sponsorships of other events. 25% of one Expo Coordinator may be charged to this line for work on non-Expo events and other special projects.
disability Resource Expo***	\$58,000 Support for the 2021 and 2022 Expo events, including venue, supplies, food, interpreters, advertising, t-shirts, storage space, etc. Majority of Expo Coordinators' contracts are here. Expo costs are offset by exhibitor fees and contributions from sponsors.	\$60,000 Expenses associated with 2020 Expo event and with 2021 Expo but paid in 2020. Coordinator time associated with Expo and related activities charged here rather than to Pro Svcs (in 2018). Expo costs are offset by exhibitor fees and contributions from sponsors (\$14k in 2018).
CCMHB Contribution s & Grants	\$4,966,025 Estimated CCMHB payments to agencies from January 1 to June 30, 2021, as authorized in May 2020, plus 1/2 of estimated FY21 annual allocation amount, with agency contract maximums to be authorized by July 1, 2021. (Includes an amount equal to anticipated hospital property tax revenue = \$x)	\$4,807,483 Actual CCMHB payments to agencies from January 1 to June 30, 2020, as authorized in May 2019, plus payments authorized in May 2020, to be made from June through December 2020.
CCDDDB Contribution s & Grants	\$4,067,494 Estimated CCDDDB payments to agencies from January 1 to June 30, 2021, as authorized in May 2020, plus 1/2 of estimated FY21 annual allocation amount, with agency contract maximums to be authorized by July 1, 2021. (Includes an amount equal to anticipated hospital property tax revenue = \$x)	\$3,922,778 Actual CCDDDB payments to agencies from January 1 to June 30, 2020, as authorized in May 2019, plus payments authorized in May 2020, to be made from June through December 2020.
Dues/Licenses	\$20,000 \$950 national trade association (NACBHD), \$16,000 state trade association (ACMHA), and smaller amounts Human Services Council, Arc of ILLINOIS, NACBH, NADD, or similar.	\$20,000 \$950 national trade association (NACBHD), \$3,000 AAIM (paid every three years), \$16,000 state trade association (ACMHA), and smaller amounts for Human Services Council, Arc of ILLINOIS, possible new memberships, e.g., CBHA, NCBH, NADD, or similar.
Conferences /Training	\$8,000 \$1000 registration for NACo and NACBHD Legislative and Policy Conferences (may be offset by ACMHA). \$350 for NACo Annual Meeting. Costs of travel (plus lodging and food) for staff for NACBHD and NACo meetings. Costs of travel (plus lodging and food) for staff for ACMHA meetings. Costs of one other conference/training for staff members, Federation of Families, Arc of IL, NADD, or similar. Kaleidoscope, Inc. training and certification.	\$8,000 \$1000 registration for NACo and NACBHD Legislative and Policy Conferences (may be offset by ACMHA). \$350 for NACo Annual Meeting. Costs of travel (plus lodging and food) for staff for NACBHD and NACo meetings. Costs of travel (plus lodging and food) for staff for ACMHA meetings. Costs of one other conference/training for staff members, Federation of Families, Arc of IL, NADD or similar. MHFA trainer certification.
Non-Employee Conferences / Trainings**	\$8,000 Registration, costs of travel, lodging, and food for board members to attend National or State Association meetings and other conferences or trainings of interest. Also charged here are the costs associated with Mental Health First Aid trainings and trainings for non-employees (e.g., case managers, other service providers, stakeholders), which can include presenters, rental, refreshments, materials, promotion. Unknown whether in person or virtual, or impact on cost.	\$10,000 Registration, costs of travel, lodging, and food for board members to attend National or State Association meetings and other conferences or trainings of interest. Also charged here are the costs associated with Mental Health First Aid trainings and trainings for non-employees (e.g., case managers, other service providers, stakeholders), which can include presenters, rental, refreshments, materials, promotion. While travel is unlikely in 2021, virtual MHFA and CM trainings are considered.
Unexpected	Unknown fate of large gatherings (Expo, Eberfest, conferences, trainings). Possible telework expenses or change in office. Budget transfers if: offices move to a different location or are modified; legal expenses are greater; etc. Budget amendment if employee retirement/resignation. Boards' fund balances are lowest in May, at which point there should be enough for 6 months operating + remaining tax liability (small) + share (57.85%/42.15%) of accrued staff benefits. If first tax distribution does not occur by June, fund balance may be used.	Unknown fate of large gatherings (Expo, Eberfest, conferences, trainings). Possible telework expenses or change in office. Budget transfers if: offices move to a different location or are modified; legal expenses are greater; etc. Budget amendment if employee retirement/resignation. Boards' fund balances are lowest in May, at which point there should be enough for 6 months operating + remaining tax liability (small) + share (57.85%/42.15%) of accrued staff benefits. If first tax distribution does not occur by June, fund balance may be used.

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Calculation of the CCDDB Administrative Share ("Professional Services")

Adjustments:	2022	2021
CCMHB Contributions & Grants	\$4,986,025	\$4,807,483
UI Evaluation Capacity Project	-	-
Eberfest anti-stigma film and events	-	-
Payment to CILA fund	-	-
CCDDB Share of Donations & Misc Rev	\$6,800	\$6,800
MHB Interest on Tax Case	-	-
Adjustments Total:	\$4,992,825	\$4,814,283
CCMHB Total Expenditures:	\$5,927,611	\$5,782,366
Total Expenditures less Adjustments:	\$934,786	\$968,083

2022	2021
CCDDB Share	CCDDB Share
\$934,786	\$968,083
\$394,012	\$408,047
\$32,834	\$34,004

Total Expenditures less Adjustments
Adjusted Expenditures x 42.15%
Monthly Total for CCDDB Admin

At the end of the Fiscal Year, actual expenses are updated, some revenues (e.g., Expo) are shared, and adjustments are made to the CCDDB current year share.

Background for 2022 CCDDB Budget, with 2021 Projections and Earlier Actuals

	2021 PROJECTED	2020 ACTUAL	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL	2016 ACTUAL	2015 ACTUAL	2014 ACTUAL
2022 BUDGETED REVENUES								
Property Taxes, Current	\$4,486,706	\$4,007,711	\$3,982,668	\$3,846,413	\$3,684,009	\$3,595,174	\$3,545,446	\$3,501,362
Back Property Taxes	\$1,000	\$0	\$5,369	\$411	\$2,278	\$2,105	\$2,437	\$1,398
Mobile Home Tax	\$1,000	\$0	\$3,361	\$3,261	\$3,142	\$3,305	\$3,404	\$3,348
Payment in Lieu of Taxes	\$2,000	\$0	\$2,154	\$2,841	\$2,671	\$2,515	\$2,445	\$2,479
Investment Interest	\$6,000	\$4,054	\$27,098	\$24,062	\$10,883	\$2,318	\$1,488	\$812
Gifts & Donations (transfer from MHB)	\$6,800	\$5,819	\$106,505	\$6,779	\$7,288	\$10,873	\$0	\$0
Other Miscellaneous Revenue	\$8,000	\$9,524	\$8,955	\$6,408	\$14,432	\$0	\$0	\$11,825
TOTAL REVENUE	\$4,511,506	\$4,027,108	\$4,136,110	\$3,890,175	\$3,724,703	\$3,616,091	\$3,555,220	\$3,521,224

	2021 PROJECTED	2020 ACTUAL	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL	2016 ACTUAL	2015 ACTUAL	2014 ACTUAL
2022 BUDGETED EXPENDITURES								
Professional Services (42.15% of some CCMHB expenses, as above)	\$394,012	\$330,445	\$309,175	\$310,783	\$287,697 (understaffed)	\$379,405	\$330,637	\$337,536
Contributions & Grants	\$4,067,494	\$3,659,691	\$3,445,272	\$3,250,768	\$3,287,911	\$3,206,389	\$3,069,122	\$3,224,172
Interfund Transfer, CILA Fund	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$0
Interfund Transfer to MH (loan repay)			\$100,000					
Interest on Tax Case	\$0	\$1,363						
TOTAL EXPENSES	\$4,511,506	\$4,041,499	\$3,904,447	\$3,611,551	\$3,337,911	\$3,635,794	\$3,449,759	\$3,591,708



10.B.

DECISION MEMORANDUM

DATE: June 23, 2021
TO: Members, Champaign County Developmental Disabilities Board (CCDDB)
FROM: Lynn Canfield, Executive Director
SUBJECT: Revised Memorandum of Understanding with United Way for 211

Purpose:

For consideration by the CCDDB and the Champaign County Mental Health Board (CCMHB,) the attached draft Memorandum of Understanding with the United Way updates the current arrangement by acknowledging that the partnership includes the CCDDB and by updating the total contract maximum for 211 services through PATH, Inc.

PATH, Inc. has provided the 211 Information Services, primarily as a call center, through a contract with the United Way of Champaign County for several years. The CCMHB and CCDDB have contributed half of the funding for this resource.

For the last two years, a great deal of attention has been given to this project as people seek resources for the first time or experience increased needs. CCMHB and CCDDB staff have advocated for improvements on behalf of people with behavioral health conditions or developmental disabilities and their supporters, many of whom find the service system especially difficult to 'navigate,' as identified in our 2018 community needs assessment and unfortunately echoed since that time. Through this partnership, research assistants and students from the UIUC Community Data Clinic designed online database improvements which were adopted by PATH and have developed a prototype website to complement the call service. The United Way makes available summaries and data reports each quarter, which are shared in Board packets and may inform system changes.

DECISION SECTION

Motion to approve the attached DRAFT "Memorandum of Understanding - United Way of Champaign County (UWCC) and Champaign County Mental Health Board (CCMHB) and Champaign County Developmental Disabilities Board (CCDDB): 2-1-1 Information and Referral Services" contingent on approval by the CCMHB:

- Approved
- Denied
- Modified
- Additional Information Needed

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MEMORANDUM OF UNDERSTANDING
United Way of Champaign County (UWCC)
and
Champaign County Mental Health Board (CCMHB)
and
Champaign County Developmental Disabilities Board (CCDDB)

2-1-1 Information and Referral Services

The United Way of Champaign County (UWCC) and the Champaign County Mental Health Board (CCMHB)/Champaign County Developmental Disabilities Board (CCDDB) are the primary community-based local funders of human services in Champaign County and as such have collaborated to assure information and referral services are available and accessible to the citizens of Champaign County (i.e., First Call For Help). The advent and availability of 2-1-1 Information and Referral Services will improve access and efficiency and maximize community impact in terms of efficacy.

The Parties hereby enter into this Memorandum of Understanding to delineate respective roles, responsibilities, and financial obligations associated with the implementation of 2-1-1 Information and Referral Services which are to be provided by PATH, Inc.

The Parties agree to the following terms and conditions to implement this Memorandum of Understanding:

1. UWCC will enter into a contract with PATH, Inc. for the provision of 2-1-1 Information and Referral Services for the people of Champaign County. The CCMHB/CCDDB shall not be a party to the contract between UWCC and PATH, Inc.
2. The CCMHB/CCDDB shall provide funding to UWCC for 2-1-1 Information and Referral Services. The amount to be paid shall be fifty-percent (50%) of the contract maximum between UWCC and PATH, Inc., and shall be paid in quarterly installments. If revenue from other funders becomes available to support 2-1-1 Information and Referral Services, the share paid by the CCMHB/CCDDB shall be equal to but shall not exceed the share paid by UWCC. The Parties agree that the contract maximum between UWCC and PATH, Inc. will not exceed \$45,000. If UWCC determines that the contract amount will be in excess of said amount, CCMHB/CCDDB will be contacted immediately and advised of the contract maximum. At that point, CCMHB/CCDDB has the option to terminate this Memorandum of Understanding immediately.
3. All relevant documents pertaining to the contract for 2-1-1 Information and Referral Services between UWCC and PATH, Inc. shall be provided to the CCMHB/CCDDB in a timely manner. If the CCMHB and/or CCDDB determine additional/different documents are needed, UWCC will provide them upon request if such documents exist and if UWCC has access to them.
4. UWCC shall identify the CCMHB and CCDDB as partners in the provision of 2-1-1 Information and Referral Services in news releases, press conferences, and any written material made available to the public.

5. UWCC hereby expressly agrees and covenants to hold harmless and indemnify the CCMHB/CCDDB, their Boards, employees, representatives, agents, assigns and successors from any and all liability, claims of liability or legal action or threat thereof by other parties arising out of this contract, the contract with PATH, Inc., or the provision of the information for or services identified, derived from or initiated as a result of the 2-1-1 Information and Referral Services. CCMHB and CCDDB are solely funding sources as outlined herein and is undertaking to provide no services and assumes no liability.

Either Party may terminate this Memorandum of Understanding with 90-days written notice to the other. Upon the mutual written consent of both Parties, this Memorandum of Understanding may be terminated sooner. UWCC may terminate this Memorandum of Understanding immediately on written notice to CCMHB/CCDDB if UWCC terminates its contract with PATH, Inc., for cause under Section 1.3 thereof. UWCC may also terminate this Memorandum of Understanding on 60 days written notice to CCMHB/CCDDB if its contract with PATH, Inc., is terminated by either party for convenience under Section 1.4 thereof.

Nothing contained herein serves to limit, alter, or amend either Party's duties, rights or responsibilities as set out in Federal and State statutes, laws, or regulations.

In witness were of, the Parties have caused this Memorandum of Understanding to be executed by their authorized representatives on this ____ day of _____, 2021.

CHAMPAIGN COUNTY MENTAL HEALTH BOARD
By

Board Chair

Executive Director

CHAMPAIGN COUNTY DEVELOPMENTAL DISABILITIES BOARD
By

Board Chair

Executive Director

UNITED WAY OF CHAMPAIGN COUNTY

Board Chair

CEO



10.c.



DECISION MEMORANDUM

DATE: June 23, 2021
TO: Members, Champaign County Developmental Disabilities Board (CCDDB)
FROM: Lynn Canfield, Executive Director
SUBJECT: Revised Board By-Laws

Purpose:

For consideration by the CCDDB, the attached DRAFT document presents proposed revisions to the “Champaign County Board for Care and Treatment of Persons with a Developmental Disability dba Champaign County Developmental Disabilities Board By-laws,” originally adopted on 1/4/05 and amended 12/5/06 and 7/23/14. Other attachments are for information only and include the Community Care for Persons with Developmental Disabilities Act, the Open Meetings Act, and Champaign County’s Code of Ethics.

Each proposed revision is highlighted in the attached DRAFT, with strikethroughs if language is being replaced or eliminated. In some cases, brackets ([and]) indicate a comment which is not meant to be retained in the final version of by-laws but rather to explain a consideration. The proposed revisions relate to:

- Renaming and relocation of the statute which establishes boards such as the CCDDB.
- Intent to maintain compliance with relevant state and federal rules.
- Acknowledgement of the appointment authority of the Champaign County Executive.
- Clarification that the Division of DD is under the state’s Department of Human Services.
- Detail about how to post a change in the regular schedule.
- Deletion of reference to advisory bodies, which do not exist.
- Purpose of special meetings (and flexibility).
- Posting of meeting schedules and agendas.
- Updates in ‘electronic’ attendance so that the board may exercise maximum flexibility under the law.
- Clarification of Officers’ signature authority.

DECISION SECTION

Motion to approve the attached DRAFT of revised “Champaign County Board for Care and Treatment of Persons with a Developmental Disability dba Champaign County Developmental Disabilities Board By-laws.” Upon approval, strikethroughs, highlights, and bracketed comments will be removed from the final version:

- _____ Approved
- _____ Denied
- _____ Modified
- _____ Additional Information Needed

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Champaign County
Board for Care and Treatment of Persons with a Developmental Disability

dba CHAMPAIGN COUNTY DEVELOPMENTAL DISABILITIES BOARD

BY-LAWS

Adopted by the CCDDDB 1/4/05. Amended 12/5/06 and 7/23/14 and 5/19/2021.

I. PURPOSE AND FUNCTIONS:

- A. The Champaign County Developmental Disabilities Board (CCDDDB) is established under the Illinois ~~County-Community~~ Care for Persons With Developmental Disabilities Act (IL Compiled Statutes, Chapter ~~§§ 50~~, Sections ~~105/0.01 to 105/13~~ 835/0.01 to 835/14 inclusive) in order to “provide facilities or services for the benefit of its residents who are intellectually disabled or under a developmental disability and who are not eligible to participate in any such program conducted under Article 14 of the School Code, or may contract therefore with any privately or publicly operated entity which provides facilities or services either in or out of such county.”
- B. In order to accomplish these purposes, the CCDDDB performs the following functions:
1. Planning for the intellectual and developmental disabilities services system to assure accomplishment of the CCDDDB goals.
 2. Allocation of local funds to assure the provision of a comprehensive system of community based intellectual and developmental disabilities services.
 3. Coordination of affiliated providers of services for individuals with intellectual and/or developmental disabilities to assure an inter-related accessible system of care.
 4. Evaluation of the system of care to assure that services are provided as planned and that services are effective in meeting the needs and values of the community.
- C. The CCDDDB shall perform those duties and responsibilities as specified in Sections ~~105/0.01 to 105/13~~ 835/0.01 to 835/14 inclusive of The ~~County~~ ~~Community~~ Care for Persons with Developmental Disabilities Act.
- D. ~~Nothing in these By-laws alters the authorities and obligations codified in state or federal law.~~

II. MEMBERSHIP:

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- A. The membership of the CCDDDB shall include the maximum allowed by statute.
- B. The members of the CCDDDB shall be appointed by the Chairperson of the Champaign County Board, with the advice and consent of the Champaign County Board. The CCDDDB shall recommend nominees for membership to the Chairperson of the Champaign County Board. (Note: this language is per statute. For Champaign County, the Chairperson, and therefore the appointing officer, is the Champaign County Executive.)
- C. Members of the CCDDDB shall be residents of Champaign County and, as nearly as possible, be representative of interested groups of the community concerned with developmental disabilities as well as the general public. To the extent possible, members of the CCDDDB shall represent the geographic areas of the County. Members may be representative of local health departments, medical societies, local comprehensive health planning agencies, hospital boards and lay associations. No member of the CCDDDB may be a full-time or part-time employee of the Illinois Department of Human Services - Division of Developmental Disabilities (DHS/DDD) or a Board member or employee of any facility or service operating under contract to the CCDDDB. The term of office for each member shall be three (3) years. All terms shall be measured from the first day of July within the calendar year of appointment. Vacancies shall be filled for an expired term in the same manner as original appointments.
- D. Any member of the CCDDDB may be removed by the appointing officer for absenteeism, neglect of duty, misconduct or malfeasance in office, after being given a written statement of the charges and an opportunity to be heard thereon.

III. MEETINGS:

- A. The CCDDDB shall meet at a minimum, annually in July. The CCDDDB may meet each month as necessary at such time and location as the CCDDDB shall designate. Per the Open Meetings Act (5 ILCS 120/1 et seq.), a change in the regular meeting dates is to be properly posted for the public a minimum of 10 days prior to the meeting.
- B. The CCDDDB may meet in Study Session during the intervals between monthly meetings to receive reports, discuss issues, and develop recommendations on matters brought to it by its various advisory bodies, the Executive Director and the President.
- C. Special meetings may be called by the President or upon the written request by any member to conduct such business that cannot be delayed until a regular meeting date. The purpose of the meeting may be to address matters brought by the Executive Director or any member of the CCDDDB.

- D. The Executive Director shall prepare an agenda for all meetings of the CCDDDB and shall cause the notice of the meeting and the agenda to be sent to all members at least five (5) days in advance of the meeting - except in the case of special/emergency meetings wherein forty-eight (48) hours notice shall suffice.
- E. Public notices and the conduct of all meetings shall be in conformance with the Illinois Open Meetings Act ~~(IL Revised Statutes, Chapter 102, Sections 41 etseq)~~. Notice/agenda for each meeting shall be posted on the Champaign County website and in the physical location of the meeting and shall be continuously available for public review during the 48-hour period preceding the meeting.
- F. The presence of a majority of members shall constitute a quorum for any meeting of the CCDDDB. For a member to attend a meeting "electronically" (e.g., by ~~teleconference or video conference~~) by other means than physical presence (e.g., by video or audio conference), a majority of members must be physically present at the properly-noticed meeting, and a majority of physically present members must agree to allow the electronic attendance. Such attendance may only be due to: personal illness or disability; employment purposes or CCDDDB business; or a family or other emergency. A member wishing to attend a meeting by other means must notify the Board before the meeting unless advance notice is impractical. *[This language was introduced to the by-laws previously, on the advice of an attorney that the flexibility has to be explicitly stated in by-laws in order for the board to exercise it.]* Provisions for a quorum of members to attend the meeting by other means, due to a declared disaster, are set forth in the Illinois Open Meetings Act. These By-laws affirm the Developmental Disabilities Board's intent to exercise flexibilities as the law allows.

IV. OFFICERS:

- A. The officers of the CCDDDB shall be a President and a Secretary.
- B. Election of the officers shall take place at the July meeting of the CCDDDB.
- C. Officers shall be elected for one year, with term beginning upon election and ending no later than August 1 of the following year. No member shall hold the same office for more than three (3) consecutive years, except that officers may remain in their then current positions until their successors can be chosen.
- D. Duties of Officers:
1. President:

Subject to the control and direction of the CCDDDB, the President shall maintain a current general overview of the affairs and business of the

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CCDDDB. The President shall have the privilege of voting in all actions by the CCDDDB.

2. Secretary:

The Secretary shall act in place of the President in the latter's absence. The Secretary shall attest to the accuracy of the minutes of the CCDDDB meetings.

3. The President, Secretary, or a member as designated by the President shall have the authority to sign all legal documents ~~and expenditure authorizations~~ approved by the CCDDDB.

4. The President may make, with the advice and consent of the CCDDDB, temporary appointments of interested citizens to assist the Board in fulfilling designated responsibilities or to perform certain functions or tasks.

V. STAFF:

The CCDDDB shall engage the services of an Executive Director who, subject to the control and direction of the Board, shall have general charge, oversight, and directions of the affairs and business of the CCDDDB and shall be its responsible managing head. The Executive Director shall have the responsibility for the employment and discharge of staff pursuant to the provisions of applicable personnel policies. The Executive Director shall have the authority to sign on behalf of the CCDDDB all necessary papers pursuant to CCDDDB action and shall have the authority with the endorsement of the President to make contracts and expenditures within the approved program and budget. The Executive Director or delegate shall attend all meetings of CCDDDB. The Executive Director shall also be liaison between the CCDDDB, staff, and affiliated agencies and implement policies regarding communications between them.

VI. FISCAL AND GRANT YEARS:

- A. The fiscal year of the CCDDDB shall be the same as that of the County of Champaign, i.e., January 1 through December 31.
- B. CCDDDB contracts for Intellectual and Developmental Disability programs and facilities shall be for the same fiscal year as the State of Illinois, i.e., July 1 through June 30.

VII. RULES OF ORDER:

Roberts' Rules of Order shall be followed in deliberations of the Board unless otherwise precluded by these By-laws.

VIII. CHANGE OF BY-LAWS:

Any or all of these By-laws may be altered, amended or repealed by a majority vote of the Board at any regular or special meeting, provided that written notice of the proposed action is given in the call to the meeting and that a quorum is present.

Information maintained by the Legislative Reference Bureau

Updating the database of the Illinois Compiled Statutes (ILCS) is an ongoing process. Recent laws may not yet be included in the ILCS database, but they are found on this site as Public Acts soon after they become law. For information concerning the relationship between statutes and Public Acts, refer to the Guide.

Because the statute database is maintained primarily for legislative drafting purposes, statutory changes are sometimes included in the statute database before they take effect. If the source note at the end of a Section of the statutes includes a Public Act that has not yet taken effect, the version of the law that is currently in effect may have already been removed from the database and you should refer to that Public Act to see the changes made to the current law.

(50 ILCS 835/) Community Care for Persons with Developmental Disabilities Act. (Small Wireless Facilities Deployment Act moved to 50 ILCS 840/; see Section 98 of P.A. 100-1129)

LOCAL GOVERNMENT

(50 ILCS 835/0.01) (was 55 ILCS 105/0.01)

Sec. 0.01. Short title. This Act may be cited as the Community Care for Persons with Developmental Disabilities Act. (Source: P.A. 100-1129, eff. 1-1-19.)

(50 ILCS 835/0.05)

Sec. 0.05. Definitions. As used in this Act:

"Governmental unit" means a county, municipality, or township.

"Person with a developmental disability" means any person or persons so diagnosed and as defined in the Mental Health and Developmental Disabilities Code. A board of directors operating under this Act may in their jurisdiction, by a majority vote, add to the definition of "person with a developmental disability".

(Source: P.A. 100-1129, eff. 1-1-19.)

(50 ILCS 835/1) (was 55 ILCS 105/1)

Sec. 1. Facilities or services; tax levy. Any governmental unit may provide facilities or services for the benefit of its residents who are persons with intellectual or developmental disabilities and who are not eligible to participate in any such program conducted under Article 14 of the School Code, or may contract therefor with any privately or publicly operated entity which provides facilities or services either in or out of such governmental unit.

For such purpose, the governmental unit may levy an annual tax of not to exceed .1% upon all of the taxable property in the governmental unit at the value thereof, as equalized or assessed by the Department of Revenue. Taxes first levied under this Section on or after the effective date of this amendatory Act of the 96th General Assembly are subject to referendum approval under Section 1.1 or 1.2 of this Act. Such tax shall be levied and collected in the same manner as other governmental unit taxes, but shall not be included in any limitation otherwise

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prescribed as to the rate or amount of governmental unit taxes but shall be in addition thereto and in excess thereof. When collected, such tax shall be paid into a special fund in the governmental unit's treasury, to be designated as the "Fund for Persons With a Developmental Disability", and shall be used only for the purpose specified in this Section. The levying of this annual tax shall not preclude the governmental unit from the use of other federal, State, or local funds for the purpose of providing facilities or services for the care and treatment of its residents who are intellectually disabled or under a developmental disability.

(Source: P.A. 99-143, eff. 7-27-15; 100-1129, eff. 1-1-19.)

(50 ILCS 835/1.1) (was 55 ILCS 105/1.1)

Sec. 1.1. Petition for submission to referendum by governmental unit.

(a) If the governmental unit's board passes an ordinance or resolution as provided in Section 1 of this Act asking that an annual tax may be levied for the purpose of providing facilities or services set forth in that Section and so instructs the county clerk, the clerk shall certify the proposition to the proper election officials for submission at the governmental unit's next general election. The proposition shall be in substantially the following form:

Shall (governmental unit) levy an annual tax not to exceed 0.1% upon the equalized assessed value of all taxable property in (governmental unit) for the purposes of providing facilities or services for the benefit of its residents who are persons with intellectual or developmental disabilities and who are not eligible to participate in any program provided under Article 14 of the School Code, 105 ILCS 5/14-1.01 et seq., including contracting for those facilities or services with any privately or publicly operated entity that provides those facilities or services either in or out of (governmental unit)?

(b) If a majority of the votes cast upon the proposition are in favor thereof, such tax levy shall be authorized and the governmental unit shall levy a tax not to exceed the rate set forth in Section 1 of this Act.

(Source: P.A. 99-143, eff. 7-27-15; 100-1129, eff. 1-1-19.)

(50 ILCS 835/1.2) (was 55 ILCS 105/1.2)

Sec. 1.2. Petition for submission to referendum by electors.

(a) Whenever a petition for submission to referendum by the electors which requests the establishment and maintenance of facilities or services for the benefit of its residents with a developmental disability and the levy of an annual tax not to

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exceed 0.1% upon all the taxable property in the governmental unit at the value thereof, as equalized or assessed by the Department of Revenue, is signed by electors of the governmental unit equal in number to at least 10% of the total votes cast for the office that received the greatest total number of votes at the last preceding general election of the governmental unit and is presented to the county clerk, the clerk shall certify the proposition to the proper election authorities for submission at the governmental unit's next general election. The proposition shall be in substantially the following form:

Shall (governmental unit) levy an annual tax not to exceed 0.1% upon the equalized assessed value of all taxable property in (governmental unit) for the purposes of establishing and maintaining facilities or services for the benefit of its residents who are persons with intellectual or developmental disabilities and who are not eligible to participate in any program provided under Article 14 of the School Code, 105 ILCS 5/14-1.01 et seq., including contracting for those facilities or services with any privately or publicly operated entity that provides those facilities or services either in or out of (governmental unit)?

(b) If a majority of the votes cast upon the proposition are in favor thereof, such tax levy shall be authorized and the governmental unit shall levy a tax not to exceed the rate set forth in Section 1 of this Act.

(Source: P.A. 99-143, eff. 7-27-15; 100-1129, eff. 1-1-19.)

(50 ILCS 835/2) (was 55 ILCS 105/2)

Sec. 2. (Repealed).

(Source: P.A. 87-767. Repealed by P.A. 96-1350, eff. 7-28-10.)

(50 ILCS 835/3) (was 55 ILCS 105/3)

Sec. 3. Community board for care and treatment of persons with a developmental disability.

(a) When any governmental unit has authority to levy a tax for the purpose of this Act, the presiding officer of the governmental unit's board with the advice and consent of the governmental unit's board, shall appoint a board of 3 directors who shall administer this Act. The board shall be designated the "(name of governmental unit) Board for Care and Treatment of Persons with a Developmental Disability". The original appointees shall be appointed for terms expiring, respectively, on June 30 in the first, second and third years following their appointment as designated by the appointing authority. All succeeding terms shall be for 3 years and appointments shall be made in like manner. Vacancies shall be filled in like manner for the balance of the unexpired term. Each director shall serve

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until his successor is appointed. Directors shall serve without compensation but shall be reimbursed for expenses reasonably incurred in the performance of their duties.

(b) The governmental unit's board of any governmental unit that has established a 3-member board under this Section may, by ordinance or resolution, provide that the governmental unit's board for care and treatment of persons with a developmental disability in that governmental unit shall consist of 5 members. Within 60 days after the ordinance or resolution is adopted, the presiding officer of the governmental unit, with the advice and consent of the governmental unit's board, shall appoint the 2 additional members. One member shall serve for a term expiring on June 30 of the second year following his or her appointment, and one shall serve for a term expiring on June 30 of the third year following his or her appointment. Their successors shall serve for 3-year terms.

(Source: P.A. 100-1129, eff. 1-1-19.)

(50 ILCS 835/4) (was 55 ILCS 105/4)

Sec. 4. The directors shall meet in July, annually, and elect one of their number as president and one as secretary, and shall elect such other officers as they deem necessary. They shall adopt such rules for the administration of this Act as may be proper and expedient. They shall report to the court, from time to time, a detailed statement of their administration.

The board shall have exclusive control of all money paid into the Fund for Persons with a Developmental Disability and shall draw upon the governmental unit's treasurer for all or any part of that fund required by the board in the performance of its duties and exercise of its powers under this Act.

The board may establish, maintain, and equip facilities within the governmental unit for the care and treatment of persons with a developmental disability together with such auxiliary facilities connected therewith as the board finds necessary. For those purposes, the board may acquire, to be held in its name, real and personal property within the governmental unit by gift, grant, legacy, purchase, or lease and may occupy, purchase, lease, or erect an appropriate building or buildings for the use of such facilities and all related facilities and activities.

The board may provide for the care and treatment of persons with a developmental disability who are not residents of the governmental unit and may establish and collect reasonable charges for such services.

(Source: P.A. 100-1129, eff. 1-1-19.)

(50 ILCS 835/4.1) (was 55 ILCS 105/4.1)

Sec. 4.1. Purchases made pursuant to this Act shall be made

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in compliance with the "Local Government Prompt Payment Act", approved by the Eighty-fourth General Assembly.
(Source: P.A. 84-731.)

(50 ILCS 835/5) (was 55 ILCS 105/5)

Sec. 5. The board of directors may accept any donation of property for the purpose specified in Section 1, and shall pay over to the governmental unit's treasurer any money so received, within 30 days of the receipt thereof.
(Source: P.A. 100-1129, eff. 1-1-19.)

(50 ILCS 835/6) (was 55 ILCS 105/6)

Sec. 6. The board of directors may impose a maintenance charge upon the estate of any person with a developmental disability receiving the benefits of the facilities or services prescribed in Section 1 of this Act. If the estate of such person is insufficient, the parent or parents of such person are liable for the payment of the amount due.
(Source: P.A. 88-380; 88-388; 89-585, eff. 1-1-97.)

(50 ILCS 835/7) (was 55 ILCS 105/7)

Sec. 7. The rate at which the sums to be so charged as provided in Section 6 of this Act shall be calculated by the board of directors is the average per capita operating cost for all persons receiving the benefit of such facilities or services computed for each fiscal year; provided, that the board may, in its discretion, set the rate at a lesser amount than such average per capita cost. Less amounts may be accepted by the board when conditions warrant such action or when money is offered by persons not liable under Section 6. Any money received pursuant to this Section shall be paid into the governmental unit's Fund for Persons with a Developmental Disability.
(Source: P.A. 100-1129, eff. 1-1-19.)

(50 ILCS 835/8) (was 55 ILCS 105/8)

Sec. 8. The board of directors is authorized to investigate the financial condition of each person liable under Section 6 and is further authorized to make determinations of the ability of each such person to pay the sums representing maintenance charges, and for such purposes to set a standard as a basis of judgment of ability to pay, which standard shall be recomputed periodically to reflect changes in the cost of living and other pertinent factors, and to make provisions for unusual and exceptional circumstances in the application of such standard. The board may issue to any person liable therefor statements of amounts due as maintenance charges, requiring payment in such manner as may be arranged, in an amount not exceeding the

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average per capita operating cost as determined under Section 7.
(Source: Laws 1961, p. 3804.)

(50 ILCS 835/9) (was 55 ILCS 105/9)

Sec. 9. The use of the facilities or services specified in Section 1 of this Act shall not be limited or conditioned in any manner by the financial status or ability to pay of any recipient or person responsible. Records pertaining to the payment of maintenance charges shall not be made available for inspection, but all such records shall be deemed confidential and used only when required for the purpose of Section 8 of this Act.

(Source: Laws 1961, p. 3804.)

(50 ILCS 835/10) (was 55 ILCS 105/10)

Sec. 10. Any person who has been issued a statement of any sum due for maintenance charges for a person with a developmental disability may petition the board of directors for a modification thereof, and the board shall provide for a hearing thereon. The board may, after such hearing, grant such relief as seems proper.

(Source: P.A. 88-380; 88-388; 89-585, eff. 1-1-97.)

(50 ILCS 835/11) (was 55 ILCS 105/11)

Sec. 11. Upon request of the board of directors, the State's Attorney of the county in which a person who is liable for payment of maintenance charges resides shall file suit in the circuit court to collect the amount due. The court may order the payment of sums due for maintenance for such period or periods as the circumstances require. Such order may be entered against any or all such defendants and may be based upon the proportionate ability of each defendant to contribute to the payment of sums due. Orders for the payment of money may be enforced by attachment as for contempt against the persons of the defendants, and in addition as other judgments at law, and costs may be adjudged against the defendants and apportioned among them, but if the complaint is dismissed the costs shall be borne by the governmental unit.

The provisions of the Civil Practice Law, and all amendments thereto, shall apply to and govern all actions instituted under the provisions of this Act.

(Source: P.A. 100-1129, eff. 1-1-19.)

(50 ILCS 835/12) (was 55 ILCS 105/12)

Sec. 12. Upon the death of a person who is liable for maintenance charges imposed by Section 6 of this Act and who is possessed of property, the executor or administrator of his estate shall ascertain from the board of directors the extent of

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such charges. Such claim shall be allowed and paid as other lawful claims against the estate.
(Source: Laws 1961, p. 3804.)

(50 ILCS 835/13) (was 55 ILCS 105/13)

Sec. 13. The Department of Human Services shall adopt general rules for the guidance of any board of directors, prescribing reasonable standards in regard to program, facilities and services for residents with a developmental disability.

The provisions of the Illinois Administrative Procedure Act are hereby expressly adopted and shall apply to all administrative rules and procedures of the Department under this Act, except that in case of conflict between the Illinois Administrative Procedure Act and this Act the provisions of this Act shall control, and except that Section 5-35 of the Illinois Administrative Procedure Act relating to procedures for rule-making does not apply to the adoption of any rule required by federal law in connection with which the Department is precluded by law from exercising any discretion.

The Department of Human Services may conduct such investigation as may be necessary to ascertain compliance with rules adopted pursuant to this Act.

If any such board of directors fails to comply with such rules, the Department of Human Services shall withhold distribution of any State grant in aid until such time as such board complies with such rules.
(Source: P.A. 89-507, eff. 7-1-97; 89-585, eff. 1-1-97; 90-14, eff. 7-1-97.)

(50 ILCS 835/14)

Sec. 14. Amendatory changes. The changes made by this amendatory Act of the 100th General Assembly do not: (i) dissolve or discontinue a county community developmental disabilities board established on or before the effective date of this amendatory Act of the 100th General Assembly; (ii) affect any tax levied or fund operated by a county community developmental disabilities board; or (iii) affect in any other way a county community developmental disabilities board operated as it previously had been operating under this Act.
(Source: P.A. 100-1129, eff. 1-1-19.)

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GENERAL PROVISIONS (5 ILCS 120/) Open Meetings Act.

(5 ILCS 120/1) (from Ch. 102, par. 41)

Sec. 1. Policy. It is the public policy of this State that public bodies exist to aid in the conduct of the people's business and that the people have a right to be informed as to the conduct of their business. In order that the people shall be informed, the General Assembly finds and declares that it is the intent of this Act to ensure that the actions of public bodies be taken openly and that their deliberations be conducted openly.

The General Assembly further declares it to be the public policy of this State that its citizens shall be given advance notice of and the right to attend all meetings at which any business of a public body is discussed or acted upon in any way. Exceptions to the public's right to attend exist only in those limited circumstances where the General Assembly has specifically determined that the public interest would be clearly endangered or the personal privacy or guaranteed rights of individuals would be clearly in danger of unwarranted invasion.

To implement this policy, the General Assembly declares:

- (1) it is the intent of this Act to protect the citizen's right to know; and
- (2) the provisions for exceptions to the open meeting requirements shall be strictly construed against closed meetings.

(Source: P.A. 88-621, eff. 1-1-95.)

(5 ILCS 120/1.01) (from Ch. 102, par. 41.01)

Sec. 1.01. This Act shall be known and may be cited as the Open Meetings Act.

(Source: P.A. 82-378.)

(5 ILCS 120/1.02) (from Ch. 102, par. 41.02)

Sec. 1.02. For the purposes of this Act:

"Meeting" means any gathering, whether in person or by video or audio conference, telephone call, electronic means (such as, without limitation, electronic mail, electronic chat, and instant messaging), or other means of contemporaneous

interactive communication, of a majority of a quorum of the members of a public body held for the purpose of discussing public business or, for a 5-member public body, a quorum of the members of a public body held for the purpose of discussing public business.

Accordingly, for a 5-member public body, 3 members of the body constitute a quorum and the affirmative vote of 3 members is necessary to adopt any motion, resolution, or ordinance, unless a greater number is otherwise required.

"Public body" includes all legislative, executive, administrative or advisory bodies of the State, counties, townships, cities, villages, incorporated towns, school districts and all other municipal corporations, boards, bureaus, committees or commissions of this State, and any subsidiary bodies of any of the foregoing including but not limited to committees and subcommittees which are supported in whole or in part by tax revenue, or which expend tax revenue, except the General Assembly and committees or commissions thereof. "Public body" includes tourism boards and convention or civic center boards located in counties that are contiguous to the Mississippi River with populations of more than 250,000 but less than 300,000. "Public body" includes the Health Facilities and Services Review Board. "Public body" does not include a child death review team or the Illinois Child Death Review Teams Executive Council established under the Child Death Review Team Act, an ethics commission acting under the State Officials and Employees Ethics Act, a regional youth advisory board or the Statewide Youth Advisory Board established under the Department of Children and Family Services Statewide Youth Advisory Board Act, or the Illinois Independent Tax Tribunal.

(Source: P.A. 97-1129, eff. 8-28-12; 98-806, eff. 1-1-15.)

(5 ILCS 120/1.05)

(Text of Section from P.A. 100-1127)

Sec. 1.05. Training.

(a) Every public body shall designate employees, officers, or members to receive training on compliance with this Act. Each public body shall submit a list of designated employees, officers, or members to the Public Access Counselor. Within 6 months after the effective date of this amendatory Act of the 96th General Assembly, the designated employees, officers, and members must successfully complete an electronic training curriculum, developed and administered by the Public Access Counselor, and thereafter must successfully complete an annual training program. Thereafter, whenever a public body designates an additional employee, officer, or member to receive this training, that person must successfully complete the electronic training curriculum within 30 days after that designation.

(b) Except as otherwise provided in this Section, each elected or appointed member of a public body subject to this Act who is such a member on the effective date of this amendatory Act of the 97th General Assembly must successfully complete the electronic training curriculum developed and administered by the Public Access Counselor. For these members, the training must be completed within one year after the effective date of this amendatory Act.

Except as otherwise provided in this Section, each elected or appointed member of a public body subject to this Act who becomes such a member after the effective date of this amendatory Act of the 97th General Assembly shall successfully complete the electronic training curriculum developed and administered by the Public Access Counselor. For these members, the training must be completed not later than the 90th day after

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the date the member:

(1) takes the oath of office, if the member is required to take an oath of office to assume the person's duties as a member of the public body; or

(2) otherwise assumes responsibilities as a member of the public body, if the member is not required to take an oath of office to assume the person's duties as a member of the governmental body.

Each member successfully completing the electronic training curriculum shall file a copy of the certificate of completion with the public body.

Completing the required training as a member of the public body satisfies the requirements of this Section with regard to the member's service on a committee or subcommittee of the public body and the member's ex officio service on any other public body.

The failure of one or more members of a public body to complete the training required by this Section does not affect the validity of an action taken by the public body.

An elected or appointed member of a public body subject to this Act who has successfully completed the training required under this subsection (b) and filed a copy of the certificate of completion with the public body is not required to subsequently complete the training required under this subsection (b).

(c) An elected school board member may satisfy the training requirements of this Section by participating in a course of training sponsored or conducted by an organization created under Article 23 of the School Code. The course of training shall include, but not be limited to, instruction in:

(1) the general background of the legal requirements for open meetings;

(2) the applicability of this Act to public bodies;

(3) procedures and requirements regarding quorums, notice, and record-keeping under this Act;

(4) procedures and requirements for holding an open meeting and for holding a closed meeting under this Act; and

(5) penalties and other consequences for failing to comply with this Act.

If an organization created under Article 23 of the School Code provides a course of training under this subsection (c), it must provide a certificate of course completion to each school board member who successfully completes that course of training.

(d) A commissioner of a drainage district may satisfy the training requirements of this Section by participating in a course of training sponsored or conducted by an organization that represents the drainage districts created under the Illinois Drainage Code. The course of training shall include, but not be limited to, instruction in:

(1) the general background of the legal requirements for open meetings;

(2) the applicability of this Act to public bodies;

(3) procedures and requirements regarding quorums, notice, and record-keeping under this Act;

(4) procedures and requirements for holding an open meeting and for holding a closed meeting under this Act; and

(5) penalties and other consequences for failing to comply with this Act.

If an organization that represents the drainage districts created under the Illinois Drainage Code provides a course of training under this subsection (d), it must provide a certificate of course completion to each commissioner who successfully completes that course of training.

(e) A director of a soil and water conservation district may satisfy the training requirements of this Section by participating in a course of training sponsored or conducted by an organization that represents soil and water conservation districts created under the Soil and Water Conservation Districts Act. The course of training shall include, but not be limited to, instruction in:

- (1) the general background of the legal requirements for open meetings;
- (2) the applicability of this Act to public bodies;
- (3) procedures and requirements regarding quorums, notice, and record-keeping under this Act;
- (4) procedures and requirements for holding an open meeting and for holding a closed meeting under this Act; and
- (5) penalties and other consequences for failing to comply with this Act.

If an organization that represents the soil and water conservation districts created under the Soil and Water Conservation Districts Act provides a course of training under this subsection (e), it must provide a certificate of course completion to each director who successfully completes that course of training.

(f) An elected or appointed member of a public body of a park district, forest preserve district, or conservation district may satisfy the training requirements of this Section by participating in a course of training sponsored or conducted by an organization that represents the park districts created in the Park District Code. The course of training shall include, but not be limited to, instruction in:

- (1) the general background of the legal requirements for open meetings;
- (2) the applicability of this Act to public bodies;
- (3) procedures and requirements regarding quorums, notice, and record-keeping under this Act;
- (4) procedures and requirements for holding an open meeting and for holding a closed meeting under this Act; and
- (5) penalties and other consequences for failing to comply with this Act.

If an organization that represents the park districts created in the Park District Code provides a course of training under this subsection (f), it must provide a certificate of course completion to each elected or appointed member of a public body who successfully completes that course of training.

(g) An elected or appointed member of the board of trustees of a fire protection district may satisfy the training requirements of this Section by participating in a course of training sponsored or conducted by an organization that represents fire protection districts created under the Fire Protection District Act. The course of training shall include, but not be limited to, instruction in:

- (1) the general background of the legal requirements for open meetings;
- (2) the applicability of this Act to public bodies;
- (3) procedures and requirements regarding quorums, notice, and record-keeping under this Act;
- (4) procedures and requirements for holding an open meeting and for holding a closed meeting under this Act; and
- (5) penalties and other consequences for failing to comply with this Act.

If an organization that represents fire protection districts

organized under the Fire Protection District Act provides a course of training under this subsection (g), it must provide a certificate of course completion to each elected or appointed member of a board of trustees who successfully completes that course of training.

(Source: P.A. 100-1127, eff. 11-27-18.)

(Text of Section from P.A. 101-233)

Sec. 1.05. Training.

(a) Every public body shall designate employees, officers, or members to receive training on compliance with this Act. Each public body shall submit a list of designated employees, officers, or members to the Public Access Counselor. Within 6 months after the effective date of this amendatory Act of the 96th General Assembly, the designated employees, officers, and members must successfully complete an electronic training curriculum, developed and administered by the Public Access Counselor, and thereafter must successfully complete an annual training program. Thereafter, whenever a public body designates an additional employee, officer, or member to receive this training, that person must successfully complete the electronic training curriculum within 30 days after that designation.

(b) Except as otherwise provided in this Section, each elected or appointed member of a public body subject to this Act who is such a member on the effective date of this amendatory Act of the 97th General Assembly must successfully complete the electronic training curriculum developed and administered by the Public Access Counselor. For these members, the training must be completed within one year after the effective date of this amendatory Act.

Except as otherwise provided in this Section, each elected or appointed member of a public body subject to this Act who becomes such a member after the effective date of this amendatory Act of the 97th General Assembly shall successfully complete the electronic training curriculum developed and administered by the Public Access Counselor. For these members, the training must be completed not later than the 90th day after the date the member:

(1) takes the oath of office, if the member is required to take an oath of office to assume the person's duties as a member of the public body; or

(2) otherwise assumes responsibilities as a member of the public body, if the member is not required to take an oath of office to assume the person's duties as a member of the governmental body.

Each member successfully completing the electronic training curriculum shall file a copy of the certificate of completion with the public body.

Completing the required training as a member of the public body satisfies the requirements of this Section with regard to the member's service on a committee or subcommittee of the public body and the member's ex officio service on any other public body.

The failure of one or more members of a public body to complete the training required by this Section does not affect the validity of an action taken by the public body.

An elected or appointed member of a public body subject to this Act who has successfully completed the training required under this subsection (b) and filed a copy of the certificate of completion with the public body is not required to subsequently complete the training required under this subsection (b).

(c) An elected school board member may satisfy the training requirements of this Section by participating in a course of training sponsored or conducted by an organization created under

Article 23 of the School Code. The course of training shall include, but not be limited to, instruction in:

- (1) the general background of the legal requirements for open meetings;
- (2) the applicability of this Act to public bodies;
- (3) procedures and requirements regarding quorums, notice, and record-keeping under this Act;
- (4) procedures and requirements for holding an open meeting and for holding a closed meeting under this Act; and
- (5) penalties and other consequences for failing to comply with this Act.

If an organization created under Article 23 of the School Code provides a course of training under this subsection (c), it must provide a certificate of course completion to each school board member who successfully completes that course of training.

(d) A commissioner of a drainage district may satisfy the training requirements of this Section by participating in a course of training sponsored or conducted by an organization that represents the drainage districts created under the Illinois Drainage Code. The course of training shall include, but not be limited to, instruction in:

- (1) the general background of the legal requirements for open meetings;
- (2) the applicability of this Act to public bodies;
- (3) procedures and requirements regarding quorums, notice, and record-keeping under this Act;
- (4) procedures and requirements for holding an open meeting and for holding a closed meeting under this Act; and
- (5) penalties and other consequences for failing to comply with this Act.

If an organization that represents the drainage districts created under the Illinois Drainage Code provides a course of training under this subsection (d), it must provide a certificate of course completion to each commissioner who successfully completes that course of training.

(e) A director of a soil and water conservation district may satisfy the training requirements of this Section by participating in a course of training sponsored or conducted by an organization that represents soil and water conservation districts created under the Soil and Water Conservation Districts Act. The course of training shall include, but not be limited to, instruction in:

- (1) the general background of the legal requirements for open meetings;
- (2) the applicability of this Act to public bodies;
- (3) procedures and requirements regarding quorums, notice, and record-keeping under this Act;
- (4) procedures and requirements for holding an open meeting and for holding a closed meeting under this Act; and
- (5) penalties and other consequences for failing to comply with this Act.

If an organization that represents the soil and water conservation districts created under the Soil and Water Conservation Districts Act provides a course of training under this subsection (e), it must provide a certificate of course completion to each director who successfully completes that course of training.

(f) An elected or appointed member of a public body of a park district, forest preserve district, or conservation district may satisfy the training requirements of this Section

by participating in a course of training sponsored or conducted by an organization that represents the park districts created in the Park District Code. The course of training shall include, but not be limited to, instruction in:

- (1) the general background of the legal requirements for open meetings;
- (2) the applicability of this Act to public bodies;
- (3) procedures and requirements regarding quorums, notice, and record-keeping under this Act;
- (4) procedures and requirements for holding an open meeting and for holding a closed meeting under this Act; and
- (5) penalties and other consequences for failing to comply with this Act.

If an organization that represents the park districts created in the Park District Code provides a course of training under this subsection (f), it must provide a certificate of course completion to each elected or appointed member of a public body who successfully completes that course of training.

(g) An elected or appointed member of a public body of a municipality may satisfy the training requirements of this Section by participating in a course of training sponsored or conducted by an organization that represents municipalities as designated in Section 1-8-1 of the Illinois Municipal Code. The course of training shall include, but not be limited to, instruction in:

- (1) the general background of the legal requirements for open meetings;
- (2) the applicability of this Act to public bodies;
- (3) procedures and requirements regarding quorums, notice, and record-keeping under this Act;
- (4) procedures and requirements for holding an open meeting and for holding a closed meeting under this Act; and
- (5) penalties and other consequences for failing to comply with this Act.

If an organization that represents municipalities as designated in Section 1-8-1 of the Illinois Municipal Code provides a course of training under this subsection (g), it must provide a certificate of course completion to each elected or appointed member of a public body who successfully completes that course of training.

(Source: P.A. 101-233, eff. 1-1-20.)

(5 ILCS 120/2) (from Ch. 102, par. 42)

(Text of Section from P.A. 101-31)

Sec. 2. Open meetings.

(a) Openness required. All meetings of public bodies shall be open to the public unless excepted in subsection (c) and closed in accordance with Section 2a.

(b) Construction of exceptions. The exceptions contained in subsection (c) are in derogation of the requirement that public bodies meet in the open, and therefore, the exceptions are to be strictly construed, extending only to subjects clearly within their scope. The exceptions authorize but do not require the holding of a closed meeting to discuss a subject included within an enumerated exception.

(c) Exceptions. A public body may hold closed meetings to consider the following subjects:

- (1) The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against

an employee of the public body or against legal counsel for the public body to determine its validity. However, a meeting to consider an increase in compensation to a specific employee of a public body that is subject to the Local Government Wage Increase Transparency Act may not be closed and shall be open to the public and posted and held in accordance with this Act.

(2) Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees.

(3) The selection of a person to fill a public office, as defined in this Act, including a vacancy in a public office, when the public body is given power to appoint under law or ordinance, or the discipline, performance or removal of the occupant of a public office, when the public body is given power to remove the occupant under law or ordinance.

(4) Evidence or testimony presented in open hearing, or in closed hearing where specifically authorized by law, to a quasi-adjudicative body, as defined in this Act, provided that the body prepares and makes available for public inspection a written decision setting forth its determinative reasoning.

(5) The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired.

(6) The setting of a price for sale or lease of property owned by the public body.

(7) The sale or purchase of securities, investments, or investment contracts. This exception shall not apply to the investment of assets or income of funds deposited into the Illinois Prepaid Tuition Trust Fund.

(8) Security procedures, school building safety and security, and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff, the public, or public property.

(9) Student disciplinary cases.

(10) The placement of individual students in special education programs and other matters relating to individual students.

(11) Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting.

(12) The establishment of reserves or settlement of claims as provided in the Local Governmental and Governmental Employees Tort Immunity Act, if otherwise the disposition of a claim or potential claim might be prejudiced, or the review or discussion of claims, loss or risk management information, records, data, advice or communications from or with respect to any insurer of the public body or any intergovernmental risk management association or self insurance pool of which the public body is a member.

(13) Conciliation of complaints of discrimination in the sale or rental of housing, when closed meetings are authorized by the law or ordinance prescribing fair housing

practices and creating a commission or administrative agency for their enforcement.

(14) Informant sources, the hiring or assignment of undercover personnel or equipment, or ongoing, prior or future criminal investigations, when discussed by a public body with criminal investigatory responsibilities.

(15) Professional ethics or performance when considered by an advisory body appointed to advise a licensing or regulatory agency on matters germane to the advisory body's field of competence.

(16) Self evaluation, practices and procedures or professional ethics, when meeting with a representative of a statewide association of which the public body is a member.

(17) The recruitment, credentialing, discipline or formal peer review of physicians or other health care professionals, or for the discussion of matters protected under the federal Patient Safety and Quality Improvement Act of 2005, and the regulations promulgated thereunder, including 42 C.F.R. Part 3 (73 FR 70732), or the federal Health Insurance Portability and Accountability Act of 1996, and the regulations promulgated thereunder, including 45 C.F.R. Parts 160, 162, and 164, by a hospital, or other institution providing medical care, that is operated by the public body.

(18) Deliberations for decisions of the Prisoner Review Board.

(19) Review or discussion of applications received under the Experimental Organ Transplantation Procedures Act.

(20) The classification and discussion of matters classified as confidential or continued confidential by the State Government Suggestion Award Board.

(21) Discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06.

(22) Deliberations for decisions of the State Emergency Medical Services Disciplinary Review Board.

(23) The operation by a municipality of a municipal utility or the operation of a municipal power agency or municipal natural gas agency when the discussion involves (i) contracts relating to the purchase, sale, or delivery of electricity or natural gas or (ii) the results or conclusions of load forecast studies.

(24) Meetings of a residential health care facility resident sexual assault and death review team or the Executive Council under the Abuse Prevention Review Team Act.

(25) Meetings of an independent team of experts under Brian's Law.

(26) Meetings of a mortality review team appointed under the Department of Juvenile Justice Mortality Review Team Act.

(27) (Blank).

(28) Correspondence and records (i) that may not be disclosed under Section 11-9 of the Illinois Public Aid Code or (ii) that pertain to appeals under Section 11-8 of the Illinois Public Aid Code.

(29) Meetings between internal or external auditors and governmental audit committees, finance committees, and their equivalents, when the discussion involves internal control weaknesses, identification of potential fraud risk areas, known or suspected frauds, and fraud interviews

conducted in accordance with generally accepted auditing standards of the United States of America.

(30) Those meetings or portions of meetings of a fatality review team or the Illinois Fatality Review Team Advisory Council during which a review of the death of an eligible adult in which abuse or neglect is suspected, alleged, or substantiated is conducted pursuant to Section 15 of the Adult Protective Services Act.

(31) Meetings and deliberations for decisions of the Concealed Carry Licensing Review Board under the Firearm Concealed Carry Act.

(32) Meetings between the Regional Transportation Authority Board and its Service Boards when the discussion involves review by the Regional Transportation Authority Board of employment contracts under Section 28d of the Metropolitan Transit Authority Act and Sections 3A.18 and 3B.26 of the Regional Transportation Authority Act.

(33) Those meetings or portions of meetings of the advisory committee and peer review subcommittee created under Section 320 of the Illinois Controlled Substances Act during which specific controlled substance prescriber, dispenser, or patient information is discussed.

(34) Meetings of the Tax Increment Financing Reform Task Force under Section 2505-800 of the Department of Revenue Law of the Civil Administrative Code of Illinois.

(35) Meetings of the group established to discuss Medicaid capitation rates under Section 5-30.8 of the Illinois Public Aid Code.

(36) Those deliberations or portions of deliberations for decisions of the Illinois Gaming Board in which there is discussed any of the following: (i) personal, commercial, financial, or other information obtained from any source that is privileged, proprietary, confidential, or a trade secret; or (ii) information specifically exempted from the disclosure by federal or State law.

(d) Definitions. For purposes of this Section:

"Employee" means a person employed by a public body whose relationship with the public body constitutes an employer-employee relationship under the usual common law rules, and who is not an independent contractor.

"Public office" means a position created by or under the Constitution or laws of this State, the occupant of which is charged with the exercise of some portion of the sovereign power of this State. The term "public office" shall include members of the public body, but it shall not include organizational positions filled by members thereof, whether established by law or by a public body itself, that exist to assist the body in the conduct of its business.

"Quasi-adjudicative body" means an administrative body charged by law or ordinance with the responsibility to conduct hearings, receive evidence or testimony and make determinations based thereon, but does not include local electoral boards when such bodies are considering petition challenges.

(e) Final action. No final action may be taken at a closed meeting. Final action shall be preceded by a public recital of the nature of the matter being considered and other information that will inform the public of the business being conducted.

(Source: P.A. 100-201, eff. 8-18-17; 100-465, eff. 8-31-17; 100-646, eff. 7-27-18; 101-31, eff. 6-28-19.)

(Text of Section from P.A. 101-459)

Sec. 2. Open meetings.

(a) Openness required. All meetings of public bodies shall be open to the public unless excepted in subsection (c) and

closed in accordance with Section 2a.

(b) Construction of exceptions. The exceptions contained in subsection (c) are in derogation of the requirement that public bodies meet in the open, and therefore, the exceptions are to be strictly construed, extending only to subjects clearly within their scope. The exceptions authorize but do not require the holding of a closed meeting to discuss a subject included within an enumerated exception.

(c) Exceptions. A public body may hold closed meetings to consider the following subjects:

(1) The appointment, employment, compensation, discipline, performance, or dismissal of specific employees, specific individuals who serve as independent contractors in a park, recreational, or educational setting, or specific volunteers of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee, a specific individual who serves as an independent contractor in a park, recreational, or educational setting, or a volunteer of the public body or against legal counsel for the public body to determine its validity. However, a meeting to consider an increase in compensation to a specific employee of a public body that is subject to the Local Government Wage Increase Transparency Act may not be closed and shall be open to the public and posted and held in accordance with this Act.

(2) Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees.

(3) The selection of a person to fill a public office, as defined in this Act, including a vacancy in a public office, when the public body is given power to appoint under law or ordinance, or the discipline, performance or removal of the occupant of a public office, when the public body is given power to remove the occupant under law or ordinance.

(4) Evidence or testimony presented in open hearing, or in closed hearing where specifically authorized by law, to a quasi-adjudicative body, as defined in this Act, provided that the body prepares and makes available for public inspection a written decision setting forth its determinative reasoning.

(5) The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired.

(6) The setting of a price for sale or lease of property owned by the public body.

(7) The sale or purchase of securities, investments, or investment contracts. This exception shall not apply to the investment of assets or income of funds deposited into the Illinois Prepaid Tuition Trust Fund.

(8) Security procedures, school building safety and security, and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff, the public, or public property.

(9) Student disciplinary cases.

(10) The placement of individual students in special education programs and other matters relating to individual students.

(11) Litigation, when an action against, affecting or on behalf of the particular public body has been filed and

is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting.

(12) The establishment of reserves or settlement of claims as provided in the Local Governmental and Governmental Employees Tort Immunity Act, if otherwise the disposition of a claim or potential claim might be prejudiced, or the review or discussion of claims, loss or risk management information, records, data, advice or communications from or with respect to any insurer of the public body or any intergovernmental risk management association or self insurance pool of which the public body is a member.

(13) Conciliation of complaints of discrimination in the sale or rental of housing, when closed meetings are authorized by the law or ordinance prescribing fair housing practices and creating a commission or administrative agency for their enforcement.

(14) Informant sources, the hiring or assignment of undercover personnel or equipment, or ongoing, prior or future criminal investigations, when discussed by a public body with criminal investigatory responsibilities.

(15) Professional ethics or performance when considered by an advisory body appointed to advise a licensing or regulatory agency on matters germane to the advisory body's field of competence.

(16) Self evaluation, practices and procedures or professional ethics, when meeting with a representative of a statewide association of which the public body is a member.

(17) The recruitment, credentialing, discipline or formal peer review of physicians or other health care professionals, or for the discussion of matters protected under the federal Patient Safety and Quality Improvement Act of 2005, and the regulations promulgated thereunder, including 42 C.F.R. Part 3 (73 FR 70732), or the federal Health Insurance Portability and Accountability Act of 1996, and the regulations promulgated thereunder, including 45 C.F.R. Parts 160, 162, and 164, by a hospital, or other institution providing medical care, that is operated by the public body.

(18) Deliberations for decisions of the Prisoner Review Board.

(19) Review or discussion of applications received under the Experimental Organ Transplantation Procedures Act.

(20) The classification and discussion of matters classified as confidential or continued confidential by the State Government Suggestion Award Board.

(21) Discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06.

(22) Deliberations for decisions of the State Emergency Medical Services Disciplinary Review Board.

(23) The operation by a municipality of a municipal utility or the operation of a municipal power agency or municipal natural gas agency when the discussion involves (i) contracts relating to the purchase, sale, or delivery of electricity or natural gas or (ii) the results or conclusions of load forecast studies.

(24) Meetings of a residential health care facility

resident sexual assault and death review team or the Executive Council under the Abuse Prevention Review Team Act.

(25) Meetings of an independent team of experts under Brian's Law.

(26) Meetings of a mortality review team appointed under the Department of Juvenile Justice Mortality Review Team Act.

(27) (Blank).

(28) Correspondence and records (i) that may not be disclosed under Section 11-9 of the Illinois Public Aid Code or (ii) that pertain to appeals under Section 11-8 of the Illinois Public Aid Code.

(29) Meetings between internal or external auditors and governmental audit committees, finance committees, and their equivalents, when the discussion involves internal control weaknesses, identification of potential fraud risk areas, known or suspected frauds, and fraud interviews conducted in accordance with generally accepted auditing standards of the United States of America.

(30) Those meetings or portions of meetings of a fatality review team or the Illinois Fatality Review Team Advisory Council during which a review of the death of an eligible adult in which abuse or neglect is suspected, alleged, or substantiated is conducted pursuant to Section 15 of the Adult Protective Services Act.

(31) Meetings and deliberations for decisions of the Concealed Carry Licensing Review Board under the Firearm Concealed Carry Act.

(32) Meetings between the Regional Transportation Authority Board and its Service Boards when the discussion involves review by the Regional Transportation Authority Board of employment contracts under Section 28d of the Metropolitan Transit Authority Act and Sections 3A.18 and 3B.26 of the Regional Transportation Authority Act.

(33) Those meetings or portions of meetings of the advisory committee and peer review subcommittee created under Section 320 of the Illinois Controlled Substances Act during which specific controlled substance prescriber, dispenser, or patient information is discussed.

(34) Meetings of the Tax Increment Financing Reform Task Force under Section 2505-800 of the Department of Revenue Law of the Civil Administrative Code of Illinois.

(35) Meetings of the group established to discuss Medicaid capitation rates under Section 5-30.8 of the Illinois Public Aid Code.

(d) Definitions. For purposes of this Section:

"Employee" means a person employed by a public body whose relationship with the public body constitutes an employer-employee relationship under the usual common law rules, and who is not an independent contractor.

"Public office" means a position created by or under the Constitution or laws of this State, the occupant of which is charged with the exercise of some portion of the sovereign power of this State. The term "public office" shall include members of the public body, but it shall not include organizational positions filled by members thereof, whether established by law or by a public body itself, that exist to assist the body in the conduct of its business.

"Quasi-adjudicative body" means an administrative body charged by law or ordinance with the responsibility to conduct hearings, receive evidence or testimony and make determinations based thereon, but does not include local electoral boards when such bodies are considering petition challenges.

(e) Final action. No final action may be taken at a closed meeting. Final action shall be preceded by a public recital of the nature of the matter being considered and other information that will inform the public of the business being conducted.

(Source: P.A. 100-201, eff. 8-18-17; 100-465, eff. 8-31-17; 100-646, eff. 7-27-18; 101-459, eff. 8-23-19.)

(5 ILCS 120/2.01) (from Ch. 102, par. 42.01)

Sec. 2.01. All meetings required by this Act to be public shall be held at specified times and places which are convenient and open to the public. No meeting required by this Act to be public shall be held on a legal holiday unless the regular meeting day falls on that holiday.

Except as otherwise provided in this Act, a quorum of members of a public body must be physically present at the location of an open meeting. If, however, an open meeting of a public body (i) with statewide jurisdiction, (ii) that is an Illinois library system with jurisdiction over a specific geographic area of more than 4,500 square miles, (iii) that is a municipal transit district with jurisdiction over a specific geographic area of more than 4,500 square miles, or (iv) that is a local workforce investment area with jurisdiction over a specific geographic area of more than 4,500 square miles is held simultaneously at one of its offices and one or more other locations in a public building, which may include other of its offices, through an interactive video conference and the public body provides public notice and public access as required under this Act for all locations, then members physically present in those locations all count towards determining a quorum. "Public building", as used in this Section, means any building or portion thereof owned or leased by any public body. The requirement that a quorum be physically present at the location of an open meeting shall not apply, however, to State advisory boards or bodies that do not have authority to make binding recommendations or determinations or to take any other substantive action.

Except as otherwise provided in this Act, a quorum of members of a public body that is not (i) a public body with statewide jurisdiction, (ii) an Illinois library system with jurisdiction over a specific geographic area of more than 4,500 square miles, (iii) a municipal transit district with jurisdiction over a specific geographic area of more than 4,500 square miles, or (iv) a local workforce innovation area with jurisdiction over a specific geographic area of more than 4,500 square miles must be physically present at the location of a closed meeting. Other members who are not physically present at a closed meeting of such a public body may participate in the meeting by means of a video or audio conference. For the purposes of this Section, "local workforce innovation area" means any local workforce innovation area or areas designated by the Governor pursuant to the federal Workforce Innovation and Opportunity Act or its reauthorizing legislation.

(Source: P.A. 100-477, eff. 9-8-17; 101-640, eff. 6-12-20.)

(5 ILCS 120/2.02) (from Ch. 102, par. 42.02)

Sec. 2.02. Public notice of all meetings, whether open or closed to the public, shall be given as follows:

(a) Every public body shall give public notice of the schedule of regular meetings at the beginning of each calendar or fiscal year and shall state the regular dates, times, and places of such meetings. An agenda for each regular meeting shall be posted at the principal office of the public body and at the location where the meeting is to be held at least 48 hours in advance of the holding of the meeting. A public body

that has a website that the full-time staff of the public body maintains shall also post on its website the agenda of any regular meetings of the governing body of that public body. Any agenda of a regular meeting that is posted on a public body's website shall remain posted on the website until the regular meeting is concluded. The requirement of a regular meeting agenda shall not preclude the consideration of items not specifically set forth in the agenda. Public notice of any special meeting except a meeting held in the event of a bona fide emergency, or of any rescheduled regular meeting, or of any reconvened meeting, shall be given at least 48 hours before such meeting, which notice shall also include the agenda for the special, rescheduled, or reconvened meeting, but the validity of any action taken by the public body which is germane to a subject on the agenda shall not be affected by other errors or omissions in the agenda. The requirement of public notice of reconvened meetings does not apply to any case where the meeting was open to the public and (1) it is to be reconvened within 24 hours, or (2) an announcement of the time and place of the reconvened meeting was made at the original meeting and there is no change in the agenda. Notice of an emergency meeting shall be given as soon as practicable, but in any event prior to the holding of such meeting, to any news medium which has filed an annual request for notice under subsection (b) of this Section.

(b) Public notice shall be given by posting a copy of the notice at the principal office of the body holding the meeting or, if no such office exists, at the building in which the meeting is to be held. In addition, a public body that has a website that the full-time staff of the public body maintains shall post notice on its website of all meetings of the governing body of the public body. Any notice of an annual schedule of meetings shall remain on the website until a new public notice of the schedule of regular meetings is approved. Any notice of a regular meeting that is posted on a public body's website shall remain posted on the website until the regular meeting is concluded. The body shall supply copies of the notice of its regular meetings, and of the notice of any special, emergency, rescheduled or reconvened meeting, to any news medium that has filed an annual request for such notice. Any such news medium shall also be given the same notice of all special, emergency, rescheduled or reconvened meetings in the same manner as is given to members of the body provided such news medium has given the public body an address or telephone number within the territorial jurisdiction of the public body at which such notice may be given. The failure of a public body to post on its website notice of any meeting or the agenda of any meeting shall not invalidate any meeting or any actions taken at a meeting.

(c) Any agenda required under this Section shall set forth the general subject matter of any resolution or ordinance that will be the subject of final action at the meeting. The public body conducting a public meeting shall ensure that at least one copy of any requested notice and agenda for the meeting is continuously available for public review during the entire 48-hour period preceding the meeting. Posting of the notice and agenda on a website that is maintained by the public body satisfies the requirement for continuous posting under this subsection (c). If a notice or agenda is not continuously available for the full 48-hour period due to actions outside of the control of the public body, then that lack of availability does not invalidate any meeting or action taken at a meeting.
(Source: P.A. 97-827, eff. 1-1-13.)

(5 ILCS 120/2.03) (from Ch. 102, par. 42.03)

Sec. 2.03. In addition to the notice required by Section 2.02, each body subject to this Act must, at the beginning of each calendar or fiscal year, prepare and make available a schedule of all its regular meetings for such calendar or fiscal year, listing the times and places of such meetings.

If a change is made in regular meeting dates, at least 10 days' notice of such change shall be given by publication in a newspaper of general circulation in the area in which such body functions. However, in the case of bodies of local governmental units with a population of less than 500 in which no newspaper is published, such 10 days' notice may be given by posting a notice of such change in at least 3 prominent places within the governmental unit. Notice of such change shall also be posted at the principal office of the public body or, if no such office exists, at the building in which the meeting is to be held. Notice of such change shall also be supplied to those news media which have filed an annual request for notice as provided in paragraph (b) of Section 2.02.

(Source: Laws 1967, p. 1960.)

(5 ILCS 120/2.04) (from Ch. 102, par. 42.04)

Sec. 2.04. The notice requirements of this Act are in addition to, and not in substitution of, any other notice required by law. Failure of any news medium to receive a notice provided for by this Act shall not invalidate any meeting provided notice was in fact given in accordance with this Act.

(Source: Laws 1967, p. 1960.)

(5 ILCS 120/2.05) (from Ch. 102, par. 42.05)

Sec. 2.05. Recording meetings. Subject to the provisions of Section 8-701 of the Code of Civil Procedure, any person may record the proceedings at meetings required to be open by this Act by tape, film or other means. The authority holding the meeting shall prescribe reasonable rules to govern the right to make such recordings.

If a witness at any meeting required to be open by this Act which is conducted by a commission, administrative agency or other tribunal, refuses to testify on the grounds that he may not be compelled to testify if any portion of his testimony is to be broadcast or televised or if motion pictures are to be taken of him while he is testifying, the authority holding the meeting shall prohibit such recording during the testimony of the witness. Nothing in this Section shall be construed to extend the right to refuse to testify at any meeting not subject to the provisions of Section 8-701 of the Code of Civil Procedure.

(Source: P.A. 94-1058, eff. 1-1-07.)

(5 ILCS 120/2.06) (from Ch. 102, par. 42.06)

Sec. 2.06. Minutes; right to speak.

(a) All public bodies shall keep written minutes of all their meetings, whether open or closed, and a verbatim record of all their closed meetings in the form of an audio or video recording. Minutes shall include, but need not be limited to:

(1) the date, time and place of the meeting;

(2) the members of the public body recorded as either present or absent and whether the members were physically present or present by means of video or audio conference; and

(3) a summary of discussion on all matters proposed, deliberated, or decided, and a record of any votes taken.

(b) A public body shall approve the minutes of its open

meeting within 30 days after that meeting or at the public body's second subsequent regular meeting, whichever is later. The minutes of meetings open to the public shall be available for public inspection within 10 days after the approval of such minutes by the public body. Beginning July 1, 2006, at the time it complies with the other requirements of this subsection, a public body that has a website that the full-time staff of the public body maintains shall post the minutes of a regular meeting of its governing body open to the public on the public body's website within 10 days after the approval of the minutes by the public body. Beginning July 1, 2006, any minutes of meetings open to the public posted on the public body's website shall remain posted on the website for at least 60 days after their initial posting.

(c) The verbatim record may be destroyed without notification to or the approval of a records commission or the State Archivist under the Local Records Act or the State Records Act no less than 18 months after the completion of the meeting recorded but only after:

(1) the public body approves the destruction of a particular recording; and

(2) the public body approves minutes of the closed meeting that meet the written minutes requirements of subsection (a) of this Section.

(d) Each public body shall periodically, but no less than semi-annually, meet to review minutes of all closed meetings. At such meetings a determination shall be made, and reported in an open session that (1) the need for confidentiality still exists as to all or part of those minutes or (2) that the minutes or portions thereof no longer require confidential treatment and are available for public inspection. The failure of a public body to strictly comply with the semi-annual review of closed session written minutes, whether before or after the effective date of this amendatory Act of the 94th General Assembly, shall not cause the written minutes or related verbatim record to become public or available for inspection in any judicial proceeding, other than a proceeding involving an alleged violation of this Act, if the public body, within 60 days of discovering its failure to strictly comply with the technical requirements of this subsection, reviews the closed session minutes and determines and thereafter reports in open session that either (1) the need for confidentiality still exists as to all or part of the minutes or verbatim record, or (2) that the minutes or recordings or portions thereof no longer require confidential treatment and are available for public inspection.

(e) Unless the public body has made a determination that the verbatim recording no longer requires confidential treatment or otherwise consents to disclosure, the verbatim record of a meeting closed to the public shall not be open for public inspection or subject to discovery in any administrative or judicial proceeding other than one brought to enforce this Act. In the case of a civil action brought to enforce this Act, the court, if the judge believes such an examination is necessary, must conduct such in camera examination of the verbatim record as it finds appropriate in order to determine whether there has been a violation of this Act. In the case of a criminal proceeding, the court may conduct an examination in order to determine what portions, if any, must be made available to the parties for use as evidence in the prosecution. Any such initial inspection must be held in camera. If the court determines that a complaint or suit brought for noncompliance under this Act is valid it may, for the purposes of discovery, redact from the minutes of the meeting closed to the public any information deemed to qualify under the attorney-client privilege. The provisions of this subsection do not supersede the privacy or

confidentiality provisions of State or federal law. Access to verbatim recordings shall be provided to duly elected officials or appointed officials filling a vacancy of an elected office in a public body, and access shall be granted in the public body's main office or official storage location, in the presence of a records secretary, an administrative official of the public body, or any elected official of the public body. No verbatim recordings shall be recorded or removed from the public body's main office or official storage location, except by vote of the public body or by court order. Nothing in this subsection (e) is intended to limit the Public Access Counselor's access to those records necessary to address a request for administrative review under Section 7.5 of this Act.

(f) Minutes of meetings closed to the public shall be available only after the public body determines that it is no longer necessary to protect the public interest or the privacy of an individual by keeping them confidential, except that duly elected officials or appointed officials filling a vacancy of an elected office in a public body shall be provided access to minutes of meetings closed to the public. Access to minutes shall be granted in the public body's main office or official storage location, in the presence of a records secretary, an administrative official of the public body, or any elected official of the public body. No minutes of meetings closed to the public shall be removed from the public body's main office or official storage location, except by vote of the public body or by court order. Nothing in this subsection (f) is intended to limit the Public Access Counselor's access to those records necessary to address a request for administrative review under Section 7.5 of this Act.

(g) Any person shall be permitted an opportunity to address public officials under the rules established and recorded by the public body.

(Source: P.A. 99-515, eff. 6-30-16.)

(5 ILCS 120/2a) (from Ch. 102, par. 42a)

Sec. 2a. A public body may hold a meeting closed to the public, or close a portion of a meeting to the public, upon a majority vote of a quorum present, taken at a meeting open to the public for which notice has been given as required by this Act. A single vote may be taken with respect to a series of meetings, a portion or portions of which are proposed to be closed to the public, provided each meeting in such series involves the same particular matters and is scheduled to be held within no more than 3 months of the vote. The vote of each member on the question of holding a meeting closed to the public and a citation to the specific exception contained in Section 2 of this Act which authorizes the closing of the meeting to the public shall be publicly disclosed at the time of the vote and shall be recorded and entered into the minutes of the meeting. Nothing in this Section or this Act shall be construed to require that any meeting be closed to the public.

At any open meeting of a public body for which proper notice under this Act has been given, the body may, without additional notice under Section 2.02, hold a closed meeting in accordance with this Act. Only topics specified in the vote to close under this Section may be considered during the closed meeting.

(Source: P.A. 88-621, eff. 1-1-95; 89-86, eff. 6-30-95.)

(5 ILCS 120/2b)

Sec. 2b. (Repealed).

(Source: Repealed by P.A. 88-621, eff. 1-1-95.)

(5 ILCS 120/3) (from Ch. 102, par. 43)

Sec. 3. (a) Where the provisions of this Act are not complied with, or where there is probable cause to believe that the provisions of this Act will not be complied with, any person, including the State's Attorney of the county in which such noncompliance may occur, may bring a civil action in the circuit court for the judicial circuit in which the alleged noncompliance has occurred or is about to occur, or in which the affected public body has its principal office, prior to or within 60 days of the meeting alleged to be in violation of this Act or, if facts concerning the meeting are not discovered within the 60-day period, within 60 days of the discovery of a violation by the State's Attorney or, if the person timely files a request for review under Section 3.5, within 60 days of the decision by the Attorney General to resolve a request for review by a means other than the issuance of a binding opinion under subsection (e) of Section 3.5.

Records that are obtained by a State's Attorney from a public body for purposes of reviewing whether the public body has complied with this Act may not be disclosed to the public. Those records, while in the possession of the State's Attorney, are exempt from disclosure under the Freedom of Information Act.

(b) In deciding such a case the court may examine in camera any portion of the minutes of a meeting at which a violation of the Act is alleged to have occurred, and may take such additional evidence as it deems necessary.

(c) The court, having due regard for orderly administration and the public interest, as well as for the interests of the parties, may grant such relief as it deems appropriate, including granting a relief by mandamus requiring that a meeting be open to the public, granting an injunction against future violations of this Act, ordering the public body to make available to the public such portion of the minutes of a meeting as is not authorized to be kept confidential under this Act, or declaring null and void any final action taken at a closed meeting in violation of this Act.

(d) The court may assess against any party, except a State's Attorney, reasonable attorney's fees and other litigation costs reasonably incurred by any other party who substantially prevails in any action brought in accordance with this Section, provided that costs may be assessed against any private party or parties bringing an action pursuant to this Section only upon the court's determination that the action is malicious or frivolous in nature.

(Source: P.A. 99-714, eff. 8-5-16.)

(5 ILCS 120/3.5)

Sec. 3.5. Public Access Counselor; opinions.

(a) A person who believes that a violation of this Act by a public body has occurred may file a request for review with the Public Access Counselor established in the Office of the Attorney General not later than 60 days after the alleged violation. If facts concerning the violation are not discovered within the 60-day period, but are discovered at a later date, not exceeding 2 years after the alleged violation, by a person utilizing reasonable diligence, the request for review may be made within 60 days of the discovery of the alleged violation. The request for review must be in writing, must be signed by the requester, and must include a summary of the facts supporting the allegation. The changes made by this amendatory Act of the 99th General Assembly apply to violations alleged to have occurred at meetings held on or after the effective date of this amendatory Act of the 99th General Assembly.

(b) Upon receipt of a request for review, the Public Access

Counselor shall determine whether further action is warranted. If the Public Access Counselor determines from the request for review that the alleged violation is unfounded, he or she shall so advise the requester and the public body and no further action shall be undertaken. In all other cases, the Public Access Counselor shall forward a copy of the request for review to the public body within 7 working days. The Public Access Counselor shall specify the records or other documents that the public body shall furnish to facilitate the review. Within 7 working days after receipt of the request for review, the public body shall provide copies of the records requested and shall otherwise fully cooperate with the Public Access Counselor. If a public body fails to furnish specified records pursuant to this Section, or if otherwise necessary, the Attorney General may issue a subpoena to any person or public body having knowledge of or records pertaining to an alleged violation of this Act. For purposes of conducting a thorough review, the Public Access Counselor has the same right to examine a verbatim recording of a meeting closed to the public or the minutes of a closed meeting as does a court in a civil action brought to enforce this Act.

(c) Within 7 working days after it receives a copy of a request for review and request for production of records from the Public Access Counselor, the public body may, but is not required to, answer the allegations of the request for review. The answer may take the form of a letter, brief, or memorandum. Upon request, the public body may also furnish the Public Access Counselor with a redacted copy of the answer excluding specific references to any matters at issue. The Public Access Counselor shall forward a copy of the answer or redacted answer, if furnished, to the person submitting the request for review. The requester may, but is not required to, respond in writing to the answer within 7 working days and shall provide a copy of the response to the public body.

(d) In addition to the request for review, and the answer and the response thereto, if any, a requester or a public body may furnish affidavits and records concerning any matter germane to the review.

(e) Unless the Public Access Counselor extends the time by no more than 21 business days by sending written notice to the requester and public body that includes a statement of the reasons for the extension in the notice, or decides to address the matter without the issuance of a binding opinion, the Attorney General shall examine the issues and the records, shall make findings of fact and conclusions of law, and shall issue to the requester and the public body an opinion within 60 days after initiating review. The opinion shall be binding upon both the requester and the public body, subject to administrative review under Section 7.5 of this Act.

In responding to any written request under this Section 3.5, the Attorney General may exercise his or her discretion and choose to resolve a request for review by mediation or by a means other than the issuance of a binding opinion. The decision not to issue a binding opinion shall not be reviewable.

Upon receipt of a binding opinion concluding that a violation of this Act has occurred, the public body shall either take necessary action as soon as practical to comply with the directive of the opinion or shall initiate administrative review under Section 7.5. If the opinion concludes that no violation of the Act has occurred, the requester may initiate administrative review under Section 7.5.

(f) If the requester files suit under Section 3 with respect to the same alleged violation that is the subject of a pending request for review, the requester shall notify the Public Access Counselor, and the Public Access Counselor shall take no further

action with respect to the request for review and shall so notify the public body.

(g) Records that are obtained by the Public Access Counselor from a public body for purposes of addressing a request for review under this Section 3.5 may not be disclosed to the public, including the requester, by the Public Access Counselor. Those records, while in the possession of the Public Access Counselor, shall be exempt from disclosure by the Public Access Counselor under the Freedom of Information Act.

(h) The Attorney General may also issue advisory opinions to public bodies regarding compliance with this Act. A review may be initiated upon receipt of a written request from the head of the public body or its attorney. The request must contain sufficient accurate facts from which a determination can be made. The Public Access Counselor may request additional information from the public body in order to facilitate the review. A public body that relies in good faith on an advisory opinion of the Attorney General in complying with the requirements of this Act is not liable for penalties under this Act, so long as the facts upon which the opinion is based have been fully and fairly disclosed to the Public Access Counselor. (Source: P.A. 99-402, eff. 8-19-15.)

(5 ILCS 120/4) (from Ch. 102, par. 44)

Sec. 4. Any person violating any of the provisions of this Act, except subsection (b), (c), (d), (e), or (f) of Section 1.05, shall be guilty of a Class C misdemeanor. (Source: P.A. 97-504, eff. 1-1-12; 97-1153, eff. 1-25-13; 98-900, eff. 8-15-14.)

(5 ILCS 120/5) (from Ch. 102, par. 45)

Sec. 5. If any provision of this Act, or the application of this Act to any particular meeting or type of meeting is held invalid or unconstitutional, such decision shall not affect the validity of the remaining provisions or the other applications of this Act. (Source: Laws 1957, p. 2892.)

(5 ILCS 120/6) (from Ch. 102, par. 46)

Sec. 6. The provisions of this Act constitute minimum requirements for home rule units; any home rule unit may enact an ordinance prescribing more stringent requirements binding upon itself which would serve to give further notice to the public and facilitate public access to meetings. (Source: P.A. 78-448.)

(5 ILCS 120/7)

Sec. 7. Attendance by a means other than physical presence.

(a) If a quorum of the members of the public body is physically present as required by Section 2.01, a majority of the public body may allow a member of that body to attend the meeting by other means if the member is prevented from physically attending because of: (i) personal illness or disability; (ii) employment purposes or the business of the public body; or (iii) a family or other emergency. "Other means" is by video or audio conference.

(b) If a member wishes to attend a meeting by other means, the member must notify the recording secretary or clerk of the public body before the meeting unless advance notice is impractical.

(c) A majority of the public body may allow a member to attend a meeting by other means only in accordance with and to the extent allowed by rules adopted by the public body. The rules must conform to the requirements and restrictions of this

Section, may further limit the extent to which attendance by other means is allowed, and may provide for the giving of additional notice to the public or further facilitate public access to meetings.

(d) The limitations of this Section shall not apply to (i) closed meetings of (A) public bodies with statewide jurisdiction, (B) Illinois library systems with jurisdiction over a specific geographic area of more than 4,500 square miles, (C) municipal transit districts with jurisdiction over a specific geographic area of more than 4,500 square miles, or (D) local workforce innovation areas with jurisdiction over a specific geographic area of more than 4,500 square miles or (ii) open or closed meetings of State advisory boards or bodies that do not have authority to make binding recommendations or determinations or to take any other substantive action. State advisory boards or bodies, public bodies with statewide jurisdiction, Illinois library systems with jurisdiction over a specific geographic area of more than 4,500 square miles, municipal transit districts with jurisdiction over a specific geographic area of more than 4,500 square miles, and local workforce investment areas with jurisdiction over a specific geographic area of more than 4,500 square miles, however, may permit members to attend meetings by other means only in accordance with and to the extent allowed by specific procedural rules adopted by the body. For the purposes of this Section, "local workforce innovation area" means any local workforce innovation area or areas designated by the Governor pursuant to the federal Workforce Innovation and Opportunity Act or its reauthorizing legislation.

(e) Subject to the requirements of Section 2.06 but notwithstanding any other provision of law, an open or closed meeting subject to this Act may be conducted by audio or video conference, without the physical presence of a quorum of the members, so long as the following conditions are met:

(1) the Governor or the Director of the Illinois Department of Public Health has issued a disaster declaration related to public health concerns because of a disaster as defined in Section 4 of the Illinois Emergency Management Agency Act, and all or part of the jurisdiction of the public body is covered by the disaster area;

(2) the head of the public body as defined in subsection (e) of Section 2 of the Freedom of Information Act determines that an in-person meeting or a meeting conducted under this Act is not practical or prudent because of a disaster;

(3) all members of the body participating in the meeting, wherever their physical location, shall be verified and can hear one another and can hear all discussion and testimony;

(4) for open meetings, members of the public present at the regular meeting location of the body can hear all discussion and testimony and all votes of the members of the body, unless attendance at the regular meeting location is not feasible due to the disaster, including the issued disaster declaration, in which case the public body must make alternative arrangements and provide notice pursuant to this Section of such alternative arrangements in a manner to allow any interested member of the public access to contemporaneously hear all discussion, testimony, and roll call votes, such as by offering a telephone number or a web-based link;

(5) at least one member of the body, chief legal counsel, or chief administrative officer is physically present at the regular meeting location, unless unfeasible

due to the disaster, including the issued disaster declaration; and

(6) all votes are conducted by roll call, so each member's vote on each issue can be identified and recorded.

(7) Except in the event of a bona fide emergency, 48 hours' notice shall be given of a meeting to be held pursuant to this Section. Notice shall be given to all members of the public body, shall be posted on the website of the public body, and shall also be provided to any news media who has requested notice of meetings pursuant to subsection (a) of Section 2.02 of this Act. If the public body declares a bona fide emergency:

(A) Notice shall be given pursuant to subsection (a) of Section 2.02 of this Act, and the presiding officer shall state the nature of the emergency at the beginning of the meeting.

(B) The public body must comply with the verbatim recording requirements set forth in Section 2.06 of this Act.

(8) Each member of the body participating in a meeting by audio or video conference for a meeting held pursuant to this Section is considered present at the meeting for purposes of determining a quorum and participating in all proceedings.

(9) In addition to the requirements for open meetings under Section 2.06, public bodies holding open meetings under this subsection (e) must also keep a verbatim record of all their meetings in the form of an audio or video recording. Verbatim records made under this paragraph (9) shall be made available to the public under, and are otherwise subject to, the provisions of Section 2.06.

(10) The public body shall bear all costs associated with compliance with this subsection (e).

(Source: P.A. 100-477, eff. 9-8-17; 101-640, eff. 6-12-20.)

(5 ILCS 120/7.3)

Sec. 7.3. Duty to post information pertaining to benefits offered through the Illinois Municipal Retirement Fund.

(a) Within 6 business days after an employer participating in the Illinois Municipal Retirement Fund approves a budget, that employer must post on its website the total compensation package for each employee having a total compensation package that exceeds \$75,000 per year. If the employer does not maintain a website, the employer must post a physical copy of this information at the principal office of the employer. If an employer maintains a website, it may choose to post a physical copy of this information at the principal office of the employer in lieu of posting the information directly on the website; however, the employer must post directions on the website on how to access that information.

(b) At least 6 days before an employer participating in the Illinois Municipal Retirement Fund approves an employee's total compensation package that is equal to or in excess of \$150,000 per year, the employer must post on its website the total compensation package for that employee. If the employer does not maintain a website, the employer shall post a physical copy of this information at the principal office of the employer. If an employer maintains a website, it may choose to post a physical copy of this information at the principal office of the employer in lieu of posting the information directly on the website; however, the employer must post directions on the website on how to access that information.

(c) For the purposes of this Section, "total compensation package" means payment by the employer to the employee for

salary, health insurance, a housing allowance, a vehicle allowance, a clothing allowance, bonuses, loans, vacation days granted, and sick days granted.

(Source: P.A. 97-609, eff. 1-1-12.)

(5 ILCS 120/7.5)

Sec. 7.5. Administrative review. A binding opinion issued by the Attorney General shall be considered a final decision of an administrative agency, for purposes of administrative review under the Administrative Review Law (735 ILCS 5/Art. III). An action for administrative review of a binding opinion of the Attorney General shall be commenced in Cook or Sangamon County. An advisory opinion issued to a public body shall not be considered a final decision of the Attorney General for purposes of this Section.

(Source: P.A. 96-542, eff. 1-1-10.)

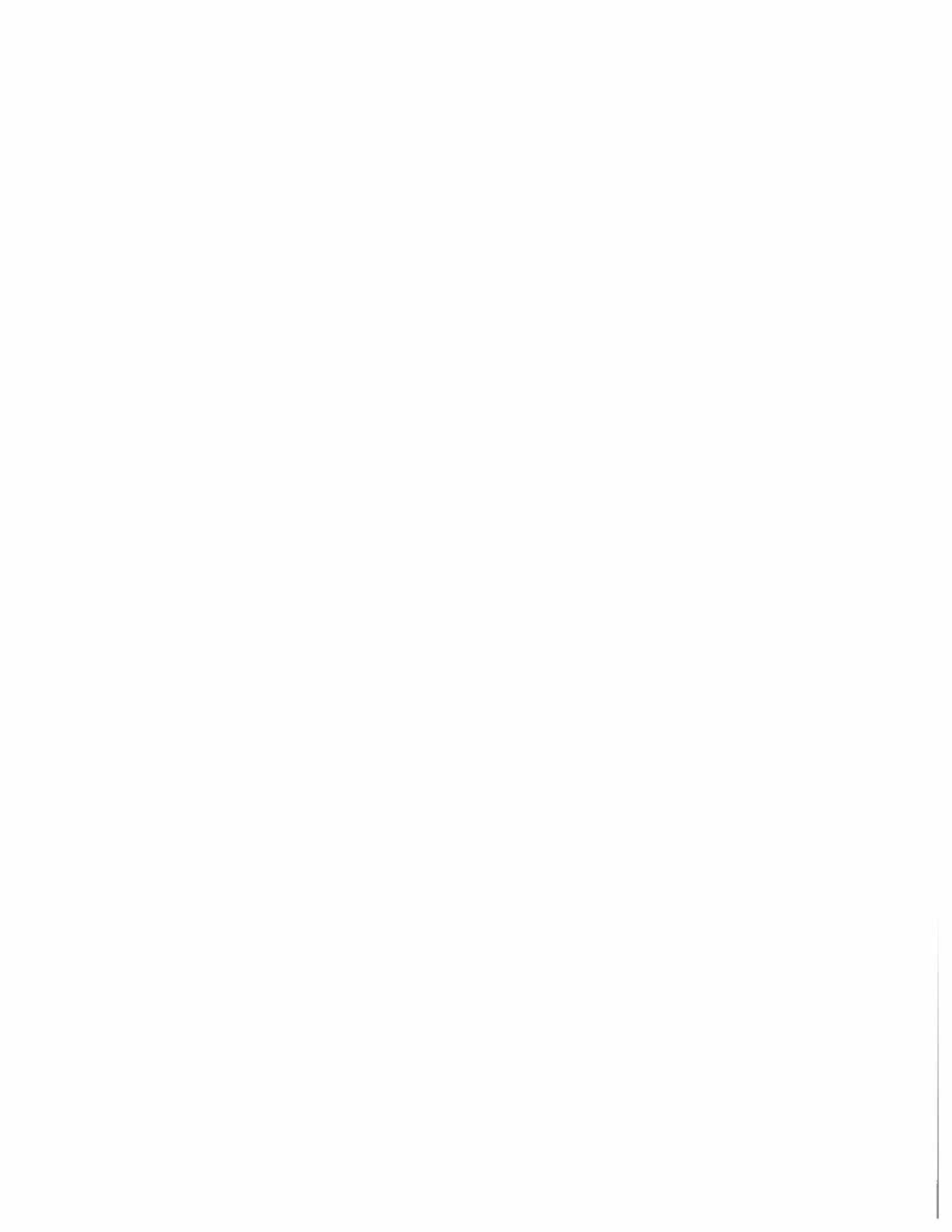
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Champaign County Code of Ethics

Champaign County Officials

The County of Champaign is committed to the highest standards of conduct by, and among, County officials in the performance of their public duties. Individual and collective adherence to high ethical standards by public officials is central to the maintenance of public trust and confidence in government.

While County officials agree on the need for proper conduct, they may experience personal conflict or differing views of values or loyalties.

In such cases, the principles contained in the Code of Ethics provide valuable guidance in reaching decisions which are governed, ultimately, by the dictates of the individual conscience of the public officials and his or her commitment to the public good.

Certain of these ethical principles are best expressed as positive statements: actions which should be taken; courses which should be followed; goals which should permeate both public and private conduct. Other principles are expressed as negative statements: actions to be avoided and conduct to be condemned.

The Code of Ethics for Champaign County Officials has been created by, and for, elected County officials. However, these principles apply to the day to day conduct of both elected and appointed officials, and to the employees of County government.

Champaign County recognizes that this Code of Ethics should serve as a valuable guide for all those in whom the public has placed its trust.

The Ethical County Official should:

- Properly administer the affairs of the County.
- Promote decisions which only benefit the public interest.
- Actively promote public confidence in County government.
- Keep safe all funds and other properties of the County.
- Conduct and perform the duties of the office diligently and promptly dispose of the business of the County.
- Maintain a positive image to pass constant scrutiny.
- Evaluate all decisions so that the best service or product is obtained at a minimal cost without sacrificing quality fiscal responsibility.
- Inject the prestige of the office into everyday dealings with the public, employees and associates.
- Maintain a respectful attitude toward employees, other public officials, colleagues and associates.

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- Effectively and efficiently work with governmental agencies, political subdivisions and other organizations in order to further the interest of the County.
- Faithfully comply with all laws and regulations applicable to the County and impartially apply them to everyone.

The Ethical County Official should not:

- Engage in outside interests that are not compatible with the impartial and objective performance of his or her duties.
- Improperly influence or attempt to influence other officials to act in his or her benefit.
- Accept anything of value from any source which is offered to influence his or her action as a public official.
- The ethical County Official accepts the responsibility that his or her mission is that of servant and steward to the public.

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12.A.

CHAMPAIGN COUNTY BOARD FOR CARE AND TREATMENT OF PERSONS WITH A DEVELOPMENTAL DISABILITY

DECISION MEMORANDUM

DATE: June 23, 2021
TO: Members, Champaign County Developmental Disabilities Board (CCDDDB)
FROM: Lynn Canfield, Kim Bowdry
SUBJECT: Staff Recommendations on CILA Facilities Project

Background:

During 2014, the CCMHB and CCDDDB established a shared CILA Facilities Project in order to develop additional small group home capacity for persons with Intellectual/Developmental Disabilities, within the County. At the time, the Ligas Consent Decree was in force, compelling Illinois to decrease its reliance on segregated, institutional care, and the Governor was active in a "Rebalancing" initiative, to offer people with I/DD who were living in large institutions the opportunity to move into smaller, community-based residential settings, including CILAs (Community Integrated Living Arrangements). This created an additional financial incentive for providers of community-based care who would accept individuals from those settings.

This local project was a response to parent advocates' coordinated message and request. A growing number of people with complex service needs, who were eligible for CILA services and willing to accept services as described and funded by the State under its Medicaid Waiver program, had been unable to secure placement close to home. With encouragement from the Governor's office and support from the Champaign County Administrator, the Boards issued a Request for Proposals to purchase up to four homes suitable for up to four individuals each and identify an appropriate provider. Three responses were submitted. In fall 2014, Individual Advocacy Group (IAG) was selected as the provider, and two houses were purchased and renovated for compliance with State CILA Rules. Acceptable sprinkler systems required more work than anticipated, and fire marshall inspections were delayed. One of the homes was renovated for maximum physical accessibility, meeting the needs of people to be served and increasing the value of the property.

Updates:

From 2015 through 2019, both homes were operational and served residents as planned. IAG experienced the same funding and workforce challenges that have threatened community-based provider capacity across Illinois and the country. Additional homes were not purchased due to the higher cost of the first two. To address the workforce and revenue issues, expansion of non-traditional day program services or increased client base through host home, family, and intermittent CILA were explored with the families of eligible people, the Independent Service Coordination unit, and the state's Division of DD. We reviewed and revised all agreements, between the two Boards, the provider, and the property manager, JoelWard Homes, and at the beginning of 2020, had some hope of keeping the project going.

COVID-19 and mitigation efforts impacted I/DD operations early in 2020, adding to the staffing shortage. In the summer of 2020, the IAG homes were further rocked by the loss of a key staff

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between the two Boards, the provider, and the property manager, Joel Ward Homes, and at the beginning of 2020, had some hope of keeping the project going.

COVID-19 and mitigation efforts impacted I/DD operations early in 2020, adding to the staffing shortage. In the summer of 2020, the IAG homes were further rocked by the loss of a key staff person to gun violence. At that time, their CEO expressed concern that she would not be able to expand Champaign County operations enough to continue here. In December of 2020, residents of the first home found CILA placements out of county. At the end of this month, the second home will be vacant, as residents have secured placements out of county (one with IAG).

Kim Bowdry, Associate Director for Intellectual/Developmental Disabilities, has engaged a number of CILA providers in serious discussion about establishing a presence in Champaign County, either to 'take over' our CILA homes or to serve the residents in other local homes. She consulted with Ed McManus about best options and followed up on his suggestions. Importantly, both Ed and the final CILA provider commented that IAG was the best option for projects such as this one, and that if they could not make this work, it was probably not doable. Through these efforts, we were connected to James Chase, consultant for the *They Deserve More* campaign to increase wages for Direct Support Professionals. As a result, CCDDDB Member Deb Ruesch's letter to Governor Pritzker was featured as in The News-Gazette (see attached).

Given the poor outlook, we do not recommend re-issuing an RFP seeking a provider to continue this project, although we have prepared such a draft. Instead, we recommend that the Boards seek to sell each property, as the market is favorable to sellers. The vacant house may be ready. If appraisal indicates that repairs are needed for the second house and would increase the potential sale price, we could hold off on listing it. Appraisals on both houses will give us a sense of total sales and commissions and whether an RFP for selection of realtor is appropriate. If that is the case, additional Board action will be requested.

Decision Section:

Motion, pending appraisal and similar approval by the CCDDDB, to authorize the Executive Director to obtain at least three proposals from local, licensed realtors who are interested in listing each CILA house for sale. The proposal is to include the realtor's qualifications and experience, the realtor's plan to market the property or properties, the realtor's commission and any other expenses the Board would incur regarding the realtor, and the realtor's proposed reasonable selling price along with their method of making such a determination. The Boards shall select the realtor who offers the best value to the Boards and set the initial asking price. The Board reserves the right to reject any and all proposals:

- Approved
- Denied
- Modified
- Additional Information Needed

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https://www.news-gazette.com/opinion/guest-commentary/town-hall-now-is-the-time-to-finally-make-humane-treatment-of-our-citizens-with/article_e5ff87b8-e9d7-55e8-b99f-20c24472cd94.html

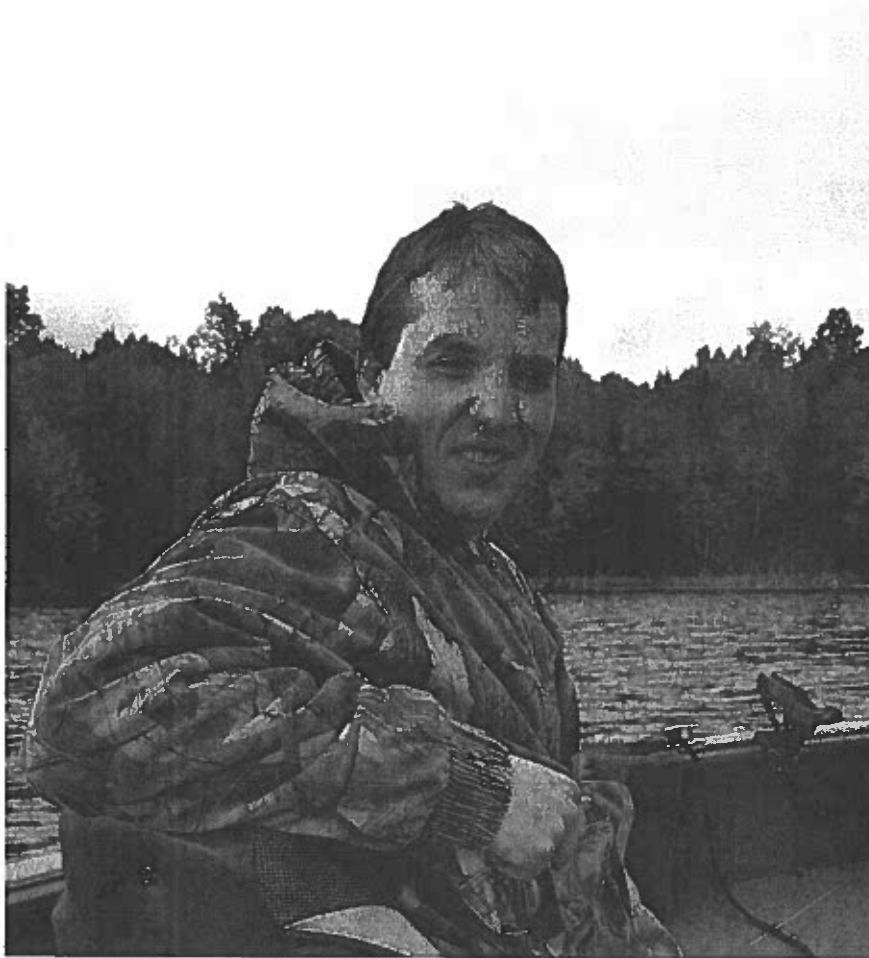
TOP STORY

My Turn: Debra Ruesch

Town Hall | 'Now is the time to finally make humane treatment of our citizens with developmental disabilities a priority'

By **DEBRA RUESCH**

May 25, 2021



Daniel Ruesch at one of his favorite spots – Wisconsin's Northwoods.

Provided

I write today on behalf of my 32-year-old son, Daniel, and thousands of Illinois citizens with developmental disabilities who continue to face a housing and staffing crisis.

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Dan has autism, is non-verbal and requires 24/7 supports. He is loving, funny and helpful. He's a terrific son who "keeps us on our toes" and is an essential part of our family.

Dan is fortunate to live for just over six years in a small group home near us in Champaign – one that could be forced to close because of inadequate state funding. We are very grateful to the agency that committed to opening a home for Dan here in Champaign.

Over the years that Dan has been "home," his emotional and behavioral stability have improved dramatically. We've never seen him happier. But, the threat that the agency will not be able to hang on is with us every day.

Dan and others like him deserve the opportunity to live near their families, to build friendships and develop interests, to volunteer, work and play in their communities, just like "regular" people do. Illinois agencies provide the homes and care that make this life possible for people with disabilities, but they are severely underfunded and chronically understaffed.

In fact, our state ranks 47th for its funding commitment to people with intellectual and developmental disabilities. Direct Support Professionals – the caregivers who *really* support my son – are systemically undervalued and undercompensated by the state.

I say that Dan is fortunate because far too many Illinois residents with developmental disabilities are forced to live far from their home communities. And that's if they receive any support or placement at all.

More than 18,000 people with disabilities are languishing on the state's waiting list, and the lack of services is especially acute for people with complex medical or behavioral needs.

Even before COVID blindsided us all, we were aware that the cost to Dan's agency of operating the three Champaign homes was becoming too burdensome. They closed one home in January. The possibility that they could close Dan's home is frightening.

No system of care is perfect, but we can and absolutely must do better. Many other states do. Why can't Illinois?

The good news is that everyone now knows exactly how to solve this crisis. In December 2020, the Illinois Department of Human Services released a state-commissioned, independent study that lays out a clear list of priorities and the funding required to implement them. When the General Assembly passes its annual budget in the next few days, I urge them to follow the funding recommendations in the study.

Authorities urge citizens, release few details in shootout that killed man, officer

[Read Next Story >](#)

Now is the time to finally make humane treatment of our citizens with developmental disabilities a priority.

Debra Ruesch lives in Champaign.

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12.B



BRIEFING MEMORANDUM

DATE: June 23, 2021
TO: Members, Champaign County Developmental Disabilities Board (CCDDDB)
FROM: Kim Bowdry, Associate Director for I/DD
SUBJECT: Update on the 2021 Disability Resource Expo

Background:

Due to the cancellation of the 2020 Disability Resource Expo, the Expo Steering Committee planned and hosted a series of four monthly virtual events during fall of 2020 and winter of 2021.

Each of the Third Thursday Resource Round-up events covered a different resource topic, featured groups of exhibitors, included an overview of all featured exhibitors, followed by exhibitor breakout sessions, and had a more in-depth presentation from a featured exhibitor. Each event was held on the Zoom platform and had ASL interpreters, and exhibitor overview videos and featured presentations were captioned.

Attendance at each of the four events was lower than desired, and it was difficult for the Expo Steering Committee to tell the impact of each event on the target audience. Although registration numbers for the events increased with each subsequent event, a significant number of people who registered did not show up to the events, making it even more difficult to determine the impact.

Updates:

As the 2021 disABILITY Resource Expo Steering Committee planned for the upcoming 2021 Expo, an Ad Hoc Committee was developed to look at both an in-person Expo event and a virtual Expo option. The Ad Hoc Committee met with a representative from the Champaign Urbana Public Health District to seek guidance on safely holding an in-person event. After discussions, email exchanges, and the meeting with CUPHD, the Ad Hoc Committee developed a set of options to present to the full disABILITY Resource Expo Steering Committee. The options presented to the Steering Committee before their June 9th meeting included the following:

1. In-person Expo: One-day event, following guidelines set by CDC and CU Public Health District, noting:
 - Last in-person Expo was held 2 $\frac{1}{4}$ years ago (March 2019)
 - May 14 – Governor Pritzker determined it safe to move Illinois to the Bridge Phase

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- Governor Pritzker has stated plans to move Illinois to Phase 5 on June 11. According to CUPHD, we remain on target to meet this.
 - Various tasks Steering Committee members are typically asked to assist with at an in-person event and your comfort level in providing your manpower to those tasks. Will we have adequate staffing (Steering Committee) and volunteers to meet our needs?
 - Many large functions have gone to in-person or have plans to, including Abilities Expo, Ebertfest, indoor and outdoor sporting events, U of I classes, schools, County and State Fairs, etc. Indoor events are utilizing various safety precautions, such as required masking, social distancing, sanitizing stations, required vaccination, etc.
2. In-person – Smaller event: One day event with lesser of 1,000 people or 60% capacity, following guidelines set by CDC and CU Public Health District.
 3. Both in-person options might consider restricting attendance to those who show their vaccine card. We can also require that masks be worn unless a person cannot wear one. Explore with Public Safety exhibitor whether they could be stationed at entrance to help enforce.
 4. Website Enhancement – Instead of an Expo, use 2021 to enhance our website. This could include updating information in Resource Guide, additional videos, translated into more languages, to enable use by the broader community. Engage Steering Committee in accomplishing these updates.
 5. Partner with organizations and groups serving the disability community to ensure website and/or hard copy of Resource Guide reaches those who need the information. This could include hospitals (Social Service Depts. and maternity wards, etc.), food pantries (Wesley Foundation, Shadowwood Mobile Home Park, etc.), Advocacy groups (Down Syndrome Network, CU Autism Network, CU Able, etc.), Salt & Light, Restoration Urban Ministries, etc. Ensure that the information is in a format accessible to all, including those with language barriers.
 6. Combination of options #4 and #5.

Discussion of the various options was held during the Expo Steering Committee meeting on June 9, 2021. Some concerns that were brought up were: the unknowns about the Delta and other possible Covid-19 variants; inability to fully staff an in-person event due to people's hesitancy to engage in large public events, whether due to health concerns or other; inability to safely hold an in-person event, related to social distancing, sanitizing, and enforcement of mask wearing. Others in favor of an in-person event expressed concern over the length of time since an in-person event was last held. Other concerns included the possible negative 'image' of not holding an in-person event when other community events are completely returning to normal.

A vote was taken at the Expo Steering Committee meeting. During the time of the vote, 16 Steering Committee members were present. The options presented above were the choices presented to each member. Nine Steering Committee members were in favor of option #6, the combination of options 4 and 5, and seven people voted for option 2, a smaller in-person event. The committee agreed to move forward with the combination of options 4 and 5 and will meet again to determine best next steps.

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CHAMPAIGN COUNTY
DEVELOPMENTAL
DISABILITIES BOARD
CHAMPAIGN COUNTY
MENTAL HEALTH BOARD

12.D.

CCDDDB 2021-2022 Meeting Schedule

9:00AM Wednesday after the third Monday of each month

Brookens Administrative Building, 1776 East Washington Street, Urbana, IL

<https://us02web.zoom.us/j/81559124557> 312-626-6799, Meeting ID: 815 5912 4557

- June 23 – Shields-Carter Room
- July 21 – Shields-Carter Room
- August 18 – Shields-Carter Room – *tentative*
- September 15, 5:45PM – Shields-Carter – study session with CCMHB
- September 22 – Putman Room
- October 20 – Shields-Carter Room
- November 17 – TBD (Shields-Carter Room unavailable)
- December 15 – Shields-Carter Room
- January 19, 2022 – Shields-Carter Room
- February 23, 2022 – Shields-Carter Room
- March 23, 2022 – Shields-Carter Room
- April 20, 2022 – Shields-Carter Room
- May 18, 2022 – Shields-Carter Room
- June 22, 2022 – Shields-Carter Room
- July 20, 2022 – Shields-Carter Room
- August 17, 2022 – Shields-Carter Room
- September 21, 2022 – Shields-Carter Room
- October 19, 2022 – Shields-Carter Room
- October 26, 5:45PM – Shields-Carter – study session with CCMHB
- November 16, 2022 - Shields-Carter Room
- December 21, 2022 – Shields-Carter Room

This schedule is subject to change due to unforeseen circumstances.

Please email stephanie@ccmhb.org to confirm meetings or to request alternative format documents, language access, or other accommodation needed to participate.

All meetings and study sessions include time for members of the public to address the Board.

Meetings are posted in advance and recorded and archived at

<http://www.co.champaign.il.us/mhbddb/DDBMeetingDocs.php>

Public Input: All are welcome to attend the Board's meetings, using the Zoom options or in person, in order to observe and to offer thoughts during the "Public Participation" period of the meeting. For support to participate in a meeting, let us know how we might help by emailing stephanie@ccmhb.org. If the time of the meeting is not convenient, you may still communicate with the Board by emailing stephanie@ccmhb.org any written comments which you would like us to read to the Board during the meeting. Your feedback is appreciated, but be aware that the time for each person's comments may be limited to five minutes.

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CCMHB 2021-2022 Meeting Schedule

5:45PM Wednesday after the third Monday of each month

Brookens Administrative Building, 1776 East Washington Street, Urbana, IL

<https://us02web.zoom.us/j/81393675682> 312-626-6799, Meeting ID: 813 9367 5682

- July 21** – Shields-Carter Room
- September 15** – *joint study session with DDB* - Shields-Carter Room
- September 22** – Shields-Carter Room
- October 20** – Shields-Carter Room
- October 27** – *study session* - TBD
- November 17** – Shields-Carter Room
- December 15** – Shields-Carter Room - *tentative*
- January 19, 2022** – Shields-Carter Room
- January 26, 2022** – *study session* - Shields-Carter Room
- February 16, 2022** – *study session* - Shields-Carter Room
- February 23, 2022** – Shields-Carter Room
- March 23, 2022** – Shields-Carter Room
- March 30, 2022** – *study session* - Shields-Carter Room
- April 20, 2022** – Shields-Carter Room
- April 27, 2022** – *study session* - Shields-Carter Room
- May 18, 2022** – *study session* - Shields-Carter Room
- May 25, 2022** – Shields-Carter Room
- June 22, 2022** – Shields-Carter Room
- July 20, 2022** – Shields-Carter Room
- September 21, 2022** – Shields-Carter Room
- September 28, 2022** – *study session* - Shields-Carter Room
- October 19, 2022** – Shields-Carter Room
- October 26, 5:45PM** – *study session with CCMHB* - Shields-Carter
- November 16, 2022** – Shields-Carter Room (*off cycle*)
- December 21, 2022** – Shields-Carter Room (*off cycle*) - *tentative*

This schedule is subject to change due to unforeseen circumstances.

Please email stephanie@ccmhb.org to confirm meetings or to request alternative format documents, language access, or other accommodation needed to participate.

All meetings and study sessions include time for members of the public to address the Board.

Meetings are archived at <http://www.co.champaign.il.us/mhbddb/MHBMeetingDocs.php>

Public Input: All are welcome to attend the Board's meetings, using the Zoom options or in person, in order to observe and to offer thoughts during the "Public Participation" period of the meeting. For support to participate in a meeting, let us know how we might help by emailing stephanie@ccmhb.org. If the time of the meeting is not convenient, you may still communicate with the Board by emailing stephanie@ccmhb.org any written comments which you would like us to read to the Board during the meeting. Your feedback is appreciated, but be aware that the time for each person's comments may be limited to five minutes.

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IMPORTANT DATES
DRAFT 2021-2022 Meeting Schedule with Subjects,
Agency and Staff Deadlines, and Allocation Timeline for PY2023

This schedule provides dates and subject matter of meetings of the Champaign County Developmental Disabilities Board. Subjects are not exclusive to any given meeting, as other matters requiring Board review or action may also be addressed or may replace the subject listed. Study sessions may be scheduled; topics will be based on issues raised at meetings, brought by staff, or in conjunction with the Champaign County Mental Health Board. Regular meetings of the CCDDDB are usually at 9AM; study sessions at 5:45PM. Included are tentative dates for steps in the funding allocation process for Program Year 2023 (July 1, 2022 – June 30, 2023) and deadlines related to PY2021 and PY2022 agency contracts.

- | | |
|----------|---|
| 6/23/21 | Regular Board Meeting: Approve FY2022 Draft Budget |
| 6/25/21 | <i>Deadline for agency application/contract revisions.
PY2022 Contracts Completed.</i> |
| 7/21/21 | Regular Board Meeting: Election of Officers |
| 8/18/21 | Regular Board Meeting - tentative |
| 8/27/21 | <i>Agency PY2021 4th Q Reports, CLC Progress Reports, and
Annual Performance Measure Reports due</i> |
| 9/15/21 | Joint Study Session with CCMHB at 5:45PM |
| 9/22/21 | Regular Board Meeting (Putman Room)
Draft Three Year Plan 2022-2024 with 2022 Objectives |
| 9/30/21 | <i>Deadline for some agency revisions, if indicated by Special Provision</i> |
| 10/20/21 | Regular Board Meeting
Release Draft Program Year 2023 Allocation Criteria |
| 10/29/21 | <i>Agency PY2022 1st Quarter Reports due</i> |
| 11/17/21 | Regular Board Meeting (tentative due to no meeting room)
Approve Three Year Plan with One Year Objectives
Allocation Decision Support – PY23 Allocation Criteria |
| 12/13/21 | <i>Public Notice of Funding Availability to be published on or before this
date, giving at least 21-day notice of application period.</i> |
| 12/15/21 | Regular Board Meeting (business of 11/17 if needed) |
| 12/31/21 | <i>Agency Independent Audits, Reviews, or Compilations due</i> |

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1/3/22 *Online System opens for Agency Applications for PY2023 Funding*

1/19/22 **Regular Board Meeting**

1/28/22 *Agency PY2022 Second Quarter and CLC Progress Reports due.*

1/31/22 *Deadline for submission of updated agency eligibility questionnaires*

2/11/22 *Deadline for submission of applications for PY2023 funding.
Online System will not accept any forms after 4:30PM.*

2/23/22 **Regular Board Meeting**
List of Requests for PY2023 Funding

3/23/22 **Regular Board Meeting**

4/13/22 *Program summaries released to Board, copies posted online with the
CCDDB April 20, 2022 Board meeting agenda and packet.*

4/20/22 **Regular Board Meeting**
Board Review and Staff Summaries of Funding Requests

4/29/22 *Agency PY2022 Third Quarter Reports due*

5/11/22 *Allocation recommendations released to the Board, copies posted online
with the CCDDB May 18, 2022 Board meeting agenda and packet.*

5/18/22 **Regular Board Meeting**
Allocation Decisions; Authorize PY2023 Contracts

6/22/22 **Regular Board Meeting: Draft FY2023 Budget**

6/24/22 *Deadline for agency application/contract revisions.
Deadline for agency letters of engagement with CPA firms.
PY2023 contracts completed.*

6/30/22 *Agency Independent Audits, Reviews, or Compilations due
(only applies to those with calendar fiscal year, check Special Provision)*

7/20/22 **Regular Board Meeting: Election of Officers**

8/17/22 **Regular Board Meeting**

8/26/22 *Agency PY2022 4th Q Reports, CLC Progress Reports, and
Annual Performance Measure Reports due*

9/21/22 **Regular Board Meeting**

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Draft Three Year Plan 2022-2024 with 2023 Objectives

10/19/22

Regular Board Meeting

Release Draft Program Year 2024 Allocation Criteria

10/26/22

Joint Study Session with CCMHB at 5:45PM

10/28/22

Agency PY2023 First Quarter Reports due

11/16/22

Regular Board Meeting (off cycle)

Approve Three Year Plan with One Year Objectives

Allocation Decision Support – PY24 Allocation Criteria

12/11/22

Public Notice of Funding Availability to be published on or before this date, giving at least 21-day notice of application period.

12/21/22

Regular Board Meeting (off cycle)

Agency and Program acronyms

- CC – Community Choices
- CCDDB – Champaign County Developmental Disabilities Board
- CCHS – Champaign County Head Start, a program of the Regional Planning Commission
- CCMHB – Champaign County Mental Health Board
- CCRPC – Champaign County Regional Planning Commission
- DSC - Developmental Services Center
- DSN – Down Syndrome Network
- FDC – Family Development Center
- PACE – Persons Assuming Control of their Environment, Inc.
- RCI – Rosecrance Central Illinois
- RPC – Champaign County Regional Planning Commission
- UCP – United Cerebral Palsy

Glossary of Other Terms and Acronyms

211 – Similar to 411 or 911. Provides telephone access to information and referral services.

AAC – Augmentative and Alternative Communication

ABA – Applied Behavioral Analysis. An intensive behavioral intervention targeted to autistic children and youth and others with associated behaviors.

ABLE Act – Achieving a Better Life Experience Act. A tax advantage investment program which allows people with blindness or disabilities the option to save for disability related expenses without putting their federal means-tested benefits at risk.

ACA – Affordable Care Act

ACMHAI – Association of Community Mental Health Authorities of Illinois

ADA – Americans with Disabilities Act

ADD – Attention Deficit Disorder

ADHD – Attention Deficit/Hyperactivity Disorder

ADL – Activities of Daily Living

ASD – Autism Spectrum Disorder

ASL – American Sign Language

ASQ – Ages and Stages Questionnaire. Screening tool used to evaluate a child’s developmental and social emotional growth.

ASQ-SE – Ages and Stages Questionnaire – Social Emotional screen.

BD – Behavior Disorder

BSP – Behavior Support Plan

CANS – Child and Adolescent Needs and Strengths. The CANS is a multi-purpose tool developed to support decision making, including level of care, service planning, and monitoring of outcomes of services.

CARF- Council on Accreditation of Rehabilitation Facilities

CC – Champaign County

CDS – Community Day Services, formerly “Developmental Training”

CFC – Child and Family Connections Agency

CFCM – Conflict Free Case Management

C-GAF – Children’s Global Assessment of Functioning

CILA – Community Integrated Living Arrangement

CLC – Cultural and Linguistic Competence

CMS – Center for Medicare and Medicaid Services, the federal agency administering these programs.

CNA – Certified Nursing Assistant

COTA – Certified Occupational Therapy Assistant

CP – Cerebral Palsy

CQL – Council on Quality and Leadership

CSEs - Community Service Events. A category of service measurement on the Part II Utilization form. Activity to be performed should also be described in the Part I Program Plan form-Utilization section. It relates to the number of public events (including mass media and articles), consultations with community groups and/or caregivers, classroom presentations, and small group workshops to promote a program or educate the community. Activity (meetings) directly related to planning such events may also be counted here. Actual direct service to clientele is counted elsewhere.

CUSR – Champaign Urbana Special Recreation, offered by the park districts.

CY – Contract Year, runs from July to following June. For example, CY18 is July 1, 2017 to June 30, 2018. May also be referred to as Program Year – PY. Most contracted agency Fiscal

Years are also from July 1 to June 30 and may be interpreted as such when referenced in a Program Summary e.g. FY18.

DCFS – (Illinois) Department of Children and Family Services.

DD – Developmental Disability

DDD – Division of Developmental Disabilities

DHFS – (Illinois) Department of Healthcare and Family Services. Previously known as IDPA (Illinois Department of Public Aid)

DHS – (Illinois) Department of Human Services

DOJ – (US) Department of Justice

DRS – (Illinois) Division of Rehabilitation Services

DSM – Diagnostic Statistical Manual.

DSP – Direct Support Professional

DT – Developmental Training, now “Community Day Services”

DT – Developmental Therapy, Developmental Therapist

Dx – Diagnosis

ED – Emotional Disorder

EI – Early Intervention

EPDS – Edinburgh Postnatal Depression Scale – Screening tool used to identify mothers with newborn children who may be at risk for prenatal depression.

EPSDT – Early Periodic Screening Diagnosis and Treatment. Intended to provide comprehensive and preventative health care services for children under age 21 who are enrolled in Medicaid.

ED – Emergency Department

ER – Emergency Room

FAPE – Free and Appropriate Public Education

FFS – Fee For Service. Type of contract that uses performance-based billings as the method of payment.

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FOIA – Freedom of Information Act.

FQHC – Federally Qualified Health Center

FTE – Full Time Equivalent is the aggregated number of employees supported by the program. Can include employees providing direct services (Direct FTE) to clients and indirect employees such as supervisors or management (Indirect FTE).

FY – Fiscal Year, which for the County is January 1 through December 31.

GAF – Global Assessment of Functioning. A subjective rating scale used by clinicians to rate a client's level of social, occupational and psychological functioning. The scale included in the DSM-IV has been replaced in the DSM-V by another instrument.

HBS – Home Based Services, also referred to as HBSS or HBSP

HCBS – Home and Community Based Services

HI – Hearing Impairment or Health Impairment

Hx – History

ICAP – Inventory for Client and Agency Planning

ICDD – Illinois Council for Developmental Disabilities

ICFDD – Intermediate Care Facility for the Developmentally Disabled

ID – Intellectual Disability

IDEA – Individuals with Disabilities Education Act

IDOC – Illinois Department of Corrections

IDPH – Illinois Department of Public Health

IDT – Interdisciplinary Team

IEP – Individualized Education Plan

IFSP – Individualized Family Service Plan

IPLAN - Illinois Project for Local Assessment of Needs. The Illinois Project for Local Assessment of Needs (IPLAN) is a community health assessment and planning process that is conducted every five years by local health jurisdictions in Illinois. Based on the *Assessment Protocol for Excellence in Public Health* (APEX-PH) model, IPLAN is grounded in the core functions of public health and addresses public health practice standards. The completion of IPLAN fulfills most of the requirements for Local Health Department certification under

Illinois Administrative Code Section 600.400: Certified Local Health Department Code Public Health Practice Standards. The essential elements of IPLAN are:

1. an organizational capacity assessment;
2. a community health needs assessment; and
3. a community health plan, focusing on a minimum of three priority health problems.

I&R – Information and Referral

ISBE – Illinois State Board of Education

ISC – Independent Service Coordination

ISP – Individual Service Plan, Individual Success Plan

ISSA – Independent Service & Support Advocacy

LCPC – Licensed Clinical Professional Counselor

LCSW – Licensed Clinical Social Worker

LD – Learning Disability

LGBTQ – Lesbian, Gay, Bi-Sexual, Transgender, Queer

LPC – Licensed Professional Counselor

LPN – Licensed Practical Nurse

MCO – Managed Care Organization

MDC – Multidisciplinary Conference

MDT – Multidisciplinary Team

MH – Mental Health

MHP - Mental Health Professional, a bachelors level staff providing services under the supervision of a QMHP.

MI – Mental Illness

MIDD – A dual diagnosis of Mental Illness and Developmental Disability.

MSW – Master of Social Work

NCI – National Core Indicators

NOS – Not Otherwise Specified

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NTPC -- NON - Treatment Plan Clients. Persons engaged in a given quarter with case records but no treatment plan. May include: recipients of material assistance, non-responsive outreach cases, cases closed before a plan was written because the client did not want further service beyond first few contacts, or cases assessed for another agency. It is a category of service measurement, providing an actual number of those served in the prior program year and a projection for the coming program year on the Part II utilization form. The actual activity to be performed should also be described in the Part I Program Form, Utilization section. Similar to TPCs, they may be divided into two groups: New TPCS – first contact within any quarter of the plan year; Continuing NTPCs - those served before the first day of July and actively receiving services within the first quarter of the new program year. The first quarter of the program year is the only quarter in which Continuing NTPCs are reported.

OMA – Open Meetings Act.

OT – Occupational Therapy, Occupational Therapist

OTR – Registered Occupational Therapist

PAS – Pre-Admission Screening

PASS – Plan for Achieving Self Support (Social Security Administration)

PCI – Parent Child Interaction groups.

PCP – Person Centered Planning, Primary Care Physician

PDD – Pervasive Developmental Disorders

PLAY – Play and Language for Autistic Youngsters. PLAY is an early intervention approach that teaches parents ways to interact with their child who has autism that promotes developmental progress.

PRN – when necessary, as needed (i.e., medication)

PSH – Permanent Supportive Housing

PT – Physical Therapy, Physical Therapist

PTSD – Post-Traumatic Stress Disorder

PUNS – Prioritization of Urgency of Need for Services. PUNS is a database implemented by the Illinois Department of Human Services to assist with planning and prioritization of services for individuals with disabilities based on level of need. An individual's classification of need may be emergency, critical, or planning.

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PY – Program Year, runs from July to following June. For example, PY18 is July 1, 2017 to June 30, 2018. May also be referred to as Contract Year (CY) and is often the Agency Fiscal Year (FY).

QIDP – Qualified Intellectual Disabilities Professional

QMHP – Qualified Mental Health Professional, a Master’s level clinician with field experience who has been licensed.

RCCSEC – Rural Champaign County Special Education Cooperative

RD – Registered Dietician

RN – Registered Nurse

RT – Recreational Therapy, Recreational Therapist

SAMHSA – Substance Abuse and Mental Health Services Administration, a division of the federal Department of Health and Human Services

SASS – Screening Assessment and Support Services is a state program that provides crisis intervention for children and youth on Medicaid or uninsured.

SCs - Service Contacts/Screening Contacts. The number of phone and face-to-face contacts with eligible persons who may or may not have open cases in the program. Can include information and referral contacts or initial screenings/assessments or crisis services. May sometimes be referred to as a service encounter (SE). It is a category of service measurement providing a picture of the volume of activity in the prior program year and a projection for the coming program year on the Part II form, and the activity to be performed should be described in the Part I Program Plan form-Utilization section.

SEDS – Social Emotional Development Specialist

SEL – Social Emotional Learning

SF – Service Facilitation, now called “Self-Direction Assistance”

SH – Supportive Housing

SIB – Self-Injurious Behavior

SIB-R – Scales of Independent Behavior-Revised

SLI – Speech/Language Impairment

SLP – Speech Language Pathologist

SPD – Sensory Processing Disorder

SSA – Social Security Administration

SSDI – Social Security Disability Insurance

SSI – Supplemental Security Income

SST – Support Services Team

SUD – Substance Use Disorder

SW – Social Worker

TIC – Trauma Informed Care

TPC – Transition Planning Committee

TPCs - Treatment Plan Clients - service recipients with case records and treatment plans. It is a category of service measurement providing an actual number of those served in the prior program year and a projection for the coming program year on the Part II Utilization form, and the actual activity to be performed should also be described in the Part I Program Plan form -Utilization section. Treatment Plan Clients may be divided into two groups: Continuing TPCs are those with treatment plans written prior to the first day of July and actively receiving services within the first quarter of the new program year (the first quarter of the program year is the only quarter in which this data is reported); New NTPCs are those newly served, with treatment plans, in any quarter of the program year.

VI – Visual Impairment

VR – Vocational Rehabilitation

WHODAS – World Health Organization Disability Assessment Schedule. It is a generic assessment instrument for health and disability and can be used across all diseases, including mental and addictive disorders. The instrument covers 6 domains: Cognition, Mobility; Self-care; Getting along; Life activities; and Participation. Replaces the Global Assessment of Functioning in the DSM-V.

WIOA – Workforce Innovation and Opportunity Act

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**Kim Bowdry, Associate Director for Intellectual & Developmental Disabilities
Staff Report – June 2021**

CCDDB: Late May was spent completing contracts. Special provisions were developed and reviewed, with other team members, for each for each PY22 contract.

In preparation for PY22, I created PY22 programs for each agency and cloned the PY21 4th Quarter programs to create the PY22 1st Quarter programs for data entry into the Online Claims system.

I participated in Zoom meetings and/or phone conversations with representatives from a few CCDDB funded agencies.

I also participated in a Zoom meeting with a CILA provider from outside the area, to inquire with that provider about taking on the CILA services for the homes owned by the CCDDB and CCMHB. Unfortunately, the provider was unable to commit to taking on any additional homes currently. More details provided in the CILA Briefing Memorandum in this packet.

I participated in several meetings related to the CCDDB & CCMHB Community Needs Assessment. A Focus Group has been convened to develop specific survey questions. This is an ongoing project that will continue through summer.

The CU Able Program Site Visit is scheduled for June 18, 2021. I will provide details on the site visit in my July Staff Report.

CCDDB Mini-Grant: I am working closely with one Mini-Grant recipient to finalize payment for Camp New Hope. Camp New Hope has reopened for their weeklong camps during summer and Respite Weekends during fall. Another recipient continues to receive Speech Therapy, as part of his award. I am working with others to finalize any remaining purchases before the end of the year.

Learning Opportunities: On May 27, 2021, Renee Osterbur, CPA presented “Nonprofit Agency Bookkeeping.” After this virtual event, attendees were sent a Certificate of Attendance and a copy of the presentation PowerPoint.

Karen Simms, MAMFT, LMHC is scheduled to present “Psychological First Aid and Skills for Psychological Recovery” on June 24, 2021. Karen is also scheduled to present “Culturally Responsive Fundamentals of Trauma, Trauma Informed Care & Resilience” on July 29, 2021. I created the registration page and Zoom meeting information for each event. Each presentation was coordinated with staff from the University of Illinois School of Social to certify the presentation for Social Work CEUs.

MHDDAC: I participated in the May meeting of the MHDDAC.

NACBHDD: I participated in the May and June meetings of the NACBHDD I/DD Committee.

Disability Resource Expo: I participated in the Expo Steering Committee meetings and meetings of the Disability Resource Expo Ad Hoc committee. I also met with the Expo coordinators to discuss next steps after the Expo Steering Committee voted not to move forward with an in-person event for 2021.

Community Coalition Race Relations Subcommittee: I participated in meetings with the Race Relations Subcommittee meeting and the Community Coalition meeting. I also completed the United Way Equity Challenge and the Weekly Challenge activities. I participated in the closing activity, "The Price We All Pay for Racism: A conversation with NY Times Bestselling Author Heather McGhee."

Other activities: I participated in meetings with the University of Illinois Community Data Clinic. I participated in the Champaign County LIC meeting. I participated in approximately 15 webinars and/or Facebook lunchtime chats. I also participated in the June Human Services Council meeting.

Prioritization of Urgency of Needs for Services (PUNS) Summary Reports: Updated "PUNS Summary by County and Selection Detail for Champaign County" and the "Division of Developmental Disabilities Prioritization of Urgency of Needs for Services (PUNS) Summary of Total and Active PUNS by Zip Code" reports are attached. The most recent version of these reports was posted by IDHS on May 10, 2021. These documents provide details on the number of Champaign County residents enrolled in the PUNS database can be found online at: https://www.dhs.state.il.us/OneNetLibrary/27897/documents/DD%20Reports/PUNS/PUNS_Summary_by_Count_and_Selection_Detail.pdf.

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Division of Developmental Disabilities
Prioritization of Urgency of Needs for Services (PUNS)
Summary By County and Selection Detail

May 10, 2021

County: Champaign

Reason for PUNS or PUNS Update	959
New	26
Annual Update	308
Change of Category (Seeking Service or Planning for Services)	6
Change of Service Needs (more or less) - unchanged category (Seeking Service or Planning for Services)	9
Person is fully served or is not requesting any supports within the next five (5) years	271
Moved to another state, close PUNS	29
Person withdraws, close PUNS	31
Deceased	21
Individual Stayed in ICF/DD	1
Individual Moved to ICF/DD	3
Individual Determined Clinically Ineligible	8
Unable to locate	59
Submitted in error	1
Other, close PUNS	186
CHANGE OF CATEGORY (Seeking Service or Planning for Services)	393
PLANNING FOR SERVICES	113
EXISTING SUPPORTS AND SERVICES	350
Respite Supports (24 Hour)	10
Respite Supports (<24 hour)	19
Behavioral Supports (includes behavioral intervention, therapy and counseling)	137
Physical Therapy	39
Occupational Therapy	82
Speech Therapy	108
Education	159
Assistive Technology	47
Homemaker/Chore Services	4
Adaptions to Home or Vehicle	2
Personal Support under a Home-Based Program, Which Could Be Funded By Developmental Disabilities, Division of Rehabilitation Services or Department on Aging (can include habilitation, personal care, respite, retirement supports, budgeting, etc.)	27
Medical Equipment/Supplies	36
Nursing Services in the Home, Provided Intermittently	7
Other Individual Supports	169
TRANSPORTATION	329
Transportation (include trip/mileage reimbursement)	78
Other Transportation Service	221
Senior Adult Day Services	1
Developmental Training	73
Regular Work/Sheltered Employment	59
Supported Employment	63
Vocational and Educational Programs Funded By the Division of Rehabilitation Services	45
Other Day Supports (e.g. volunteering, community experience)	15
RESIDENTIAL SUPPORTS	75
Community Integrated Living Arrangement (CILA)/Family	3
Community Integrated Living Arrangement (CILA)/Intermittent	4
Community Integrated Living Arrangement (CILA)/Host Family	1
Community Integrated Living Arrangement (CILA)/24 Hour	31
Intermediate Care Facilities for People with Developmental Disabilities (ICF/DD) 16 or Fewer People	1
Intermediate Care Facilities for People with Developmental Disabilities (ICF/DD) 17 or More People	2
Skilled Nursing Facility/Pediatrics (SNF/PED)	5
Supported Living Arrangement	7

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Division of Developmental Disabilities
Prioritization of Urgency of Needs for Services (PUNS)
Summary By County and Selection Detail

May 10, 2021

Community Living Facility	1
Shelter Care/Board Home	1
Nursing Home	1
Children's Residential Services	4
Child Care Institutions (Including Residential Schools)	7
Other Residential Support (including homeless shelters)	9
SUPPORTS NEEDED	356
Personal Support (includes habilitation, personal care and intermittent respite services)	308
Respite Supports (24 hours or greater)	17
Behavioral Supports (includes behavioral intervention, therapy and counseling)	143
Physical Therapy	43
Occupational Therapy	68
Speech Therapy	85
Assistive Technology	48
Adaptations to Home or Vehicle	15
Nursing Services in the Home, Provided Intermittently	7
Other Individual Supports	77
TRANSPORTATION NEEDED	320
Transportation (include trip/mileage reimbursement)	268
Other Transportation Service	300
VOCATIONAL OR OTHER STRUCTURED ACTIVITIES	249
Support to work at home (e.g., self employment or earning at home)	5
Support to work in the community	223
Support to engage in work/activities in a disability setting	95
Attendance at activity center for seniors	2
RESIDENTIAL SUPPORTS NEEDED	107
Out-of-home residential services with less than 24-hour supports	68
Out-of-home residential services with 24-hour supports	47
Total PUNS:	57,869

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**Division of Developmental Disabilities Prioritization of Urgency of Needs for Services (PUNS)
 Summary of Total and Active PUNS by
 Zip Code**

Updated
 05/10/21

<http://www.dhs.state.il.us/OneNetLibrary/27897/documents/DD%20Reports/PUNS/PUNSbyZipallandactives05102016.pdf>

Zip Code	Active PUNS	Total PUNS
60949 Ludlow	0	3
61801 Urbana	29	85
61802 Urbana	54	128
61815 Bondville (PO Box)	1	1
61816 Broadlands	1	3
61820 Champaign	42	94
61821 Champaign	66	193
61822 Champaign	49	105
61826 Champaign	0	1
61840 Dewey	0	2
61843 Fisher	6	12
61845 Foosland	1	1
61847 Gifford	0	1
61849 Homer	1	6
61851 Ivesdale	1	2
61852 Longview	1	1
61853 Mahomet	26	71
61859 Ogden	3	12
61862 Penfield	0	2
61863 Pesotum	0	2
61864 Philo	3	11
61866 Rantoul	29	88
61871 Royal (PO Box)	--	-- no data
61872 Sadorus	2	2
61873 St. Joseph	13	26
61874 Savoy	6	18
61875 Seymour	2	3
61877 Sidney	4	10
61878 Thomasboro	0	2
61880 Tolono	4	25
Total	344	910

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**Leon Bryson, Associate Director for Mental Health & Substance Abuse
Staff Report – June 2021**

CCMHB: In late May and part of June, I spent time completing contracts with the Executive Director. Special provisions were developed and reviewed, with other staff, for each for each PY22 contract. I made either phone calls or zoom meetings with a few agencies that had concerns about their contracts. I opened the online forms for some of the agencies to revise their contracts.

CCMHB & CCDDDB

The CCMHB and CCDDDB have begun to work on the Community Needs Assessment. We had several meetings about creating a valuable assessment and collecting data. I am researching other Illinois counties' Community Needs Assessments for ideas. A Focus Group has been assembled to develop specific survey questions. This project will continue for the next few months.

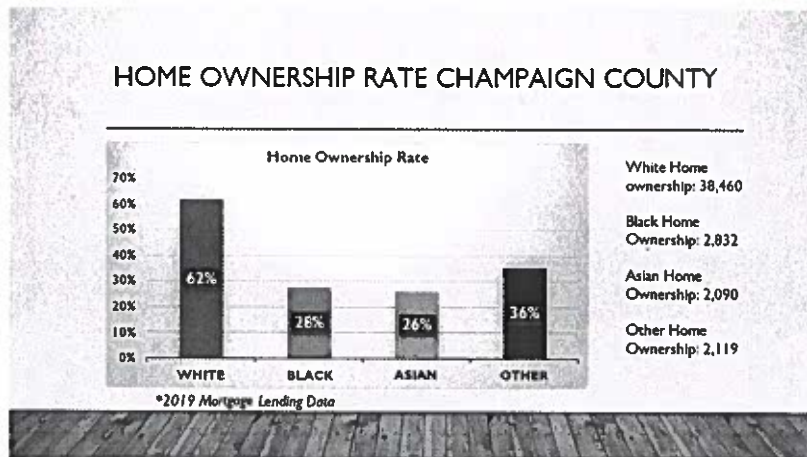
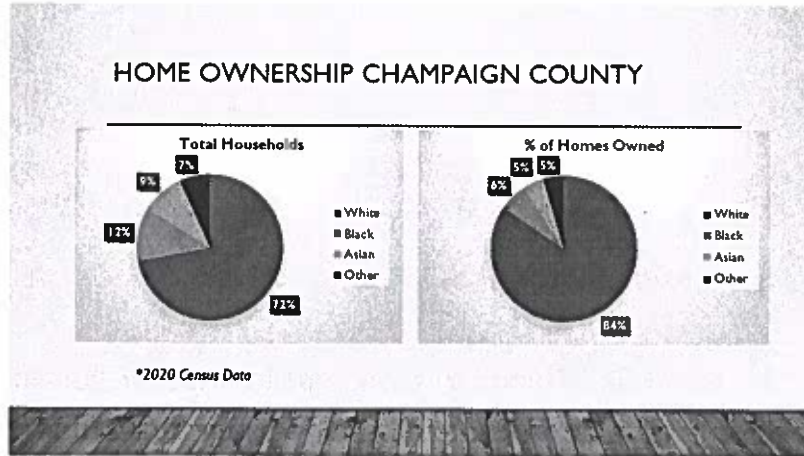
Champaign County Continuum of Service Providers to the Homeless (CSPH)

During the CSPH meeting, Chad Hoffman of Habitat for Humanity gave a presentation on RACIAL EQUITY AND HOUSING CHAMPAIGN COUNTY.

- Racially restrictive covenants were the primary mechanism used to segregate African-Americans. Between 1941 and 1950 in Champaign County, 18 racially restrictive covenants were written into new subdivision deeds. The total number of parcels affected was 774 (65 in Rantoul, 50 near Savoy and 587 in CU) (Schwarzlose, 1965).
- The covenants were all worded exactly the same, **“no part thereof will be sold or leased, either in whole or in part, to or permitted to be occupied as owner, or tenant by any person or persons not of the Caucasian race”** (Frank, 1990).
- In 1951, Champaign built 70 public housing units for whites and 70 units for blacks. The African-American project in Champaign was called Birch Court (locally known as Burch Village, new mixed income development re-named Douglass Square in 2005). The cost of Champaign's two projects was \$1,470,000, but only 21% went towards constructing Birch Court. (League of Women Voters)

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- In 1965, about 52 percent of spaces in uncertified homes and 80 percent of the apartments that were offered to students through the Housing Division listing service were not listed because of the operator's failure to sign the pledge of nondiscrimination. (Frank, 1990).



MORTGAGE REJECTION RATE CHAMPAIGN-URBANA


Race	Loans Originated	Loans Denied	% Denied
Asian	221	33	15%
Black	206	79	38%
White	3,691	507	14%

**2019 Mortgage Lending Data*

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INCOME AND WEALTH INEQUALITY

- In the last 10 years, the gap between low and high income households grew.
 - Median incomes of both Black and white households grew in the last 10 years.
 - Black household incomes rose much more slowly in absolute terms, leaving the income gap wider than it had been in decades.
- The median income for Black households in 2019 was \$43,200.
- The median income for White households in 2019 was \$70,900.
- In 2019 the median white household held \$188,200 in wealth— 7.8 times that of the typical Black household at \$24,100.



*State of Nation's Housing and Brookings Institute 2020

CCMHB Financial Site Visits:

I attended and participated in the financial site visit with the **East Central Illinois Refugee Mutual Assistance Center (ECIRMAC)**.

Criminal Justice-Mental:

The Reentry Council Meeting on 6/2/21 featured guest Senator Scott Bennett. Senator Bennett discussed the new complex Criminal Justice Reform or Police Licensure Bill (House Bill 3653). House Bill 3653, authored by the Illinois Legislative Black Caucus, was approved by the Illinois General Assembly last month, bringing changes to police training policies, police accountability, transparency in law enforcement and the rights of detainees and prisoners. Some of the changes the bill will bring are the elimination of monetary bail, a requirement that all police officers wear body cameras by 2025, a ban on all police chokeholds, new guidelines for "decertification" of police officers, and an end to suspended licenses for failure to pay, among several other changes. It also the bill increases protection for whistleblowers and adds to rights for detainees to make phone calls and access their personal contacts before police questioning.

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ACMHAI Committee Meeting:

A Committee member provided the group with updates on the House. She reported that the House has for the 3rd week continued to pass resolutions. There have been very few bills that have passed. The Senate deadline to pass bills out of Senate passed 3 weeks ago. The deadline has continued to be extended. The deadline to get House bills out of Senate Committee was extended through May 21. She also noted that Illinois will receive another \$600 M from the American Rescue Plan. The stimulus dollars will be received over a 4 year period. The Governor is in contact with the US Treasury on stimulus spending. Veto session might have some adjusting on use of those funds. Current revenue for this fiscal year is \$2B ahead and projecting an increase in FY 22 revenues as well.

Another committee member gave a report on recent budget news from the past few days. The state has finally used most of the federal stimulus funds to pay down debt.

A member reported that ACMHAI bills, HBs 1805, 2595 and SB 1575 made it out of committee. SB 2278, the Winnebago Community Mental Health Board legislation, made it to second reading and is on short reading in the House. It was also noted that the telehealth bills, HB 3498 and 3308, are both scheduled for a hearing in the Senate Insurance committee. All bills have had extended deadlines.

Rantoul Service Provider's Meeting:

Regina Crider of Youth & Family Peer Support Alliance updated the group on the Rantoul Anti-violence Taskforce. The public task force has begun to meet with community members and city officials, voicing concerns and how to fix them. The task force meetings open to the public, and the next meeting is June 26th at 9am in the Rantoul Municipal Building. Other agencies discussed when they will be going back to in-person meetings and available funding for utility bills and rent assistance.

Learning Opportunities:

Martin Hood, CPA Renee Osterbur facilitated, ***Nonprofit Agency Bookkeeping*** Workshop. This virtual presentation was tailored to nonprofit organizations with entry-level to intermediate knowledge of accounting and bookkeeping. Beginning with the basics: chart of accounts, how a nonprofit should set up a chart of

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accounts, debits, credits, the accounting equation, income statement, balance sheet, accrual accounting. Then the presenter will review bookkeeping basics and best practices, such as keeping personal and organization bank accounts and financial transactions separate, keeping receipts, how to properly segregate duties, internal controls, posting revenues and expenses under accrual method, and how to reconcile a bank account.

University of Illinois Extension sponsored a ***Freedom of Information Act*** (FOIA) webinar. Christopher Boggs, Assistant Attorney General from the Illinois Attorney General's Office, what is deemed "public information/records" and the implementation of this policy at the local level and how to avoid violations.

NACBHDD Webinar: ***Using Ongoing Data Feedback to Help States and Counties Improve Their Substance Use Treatment Systems of Care***. California is in the fifth year of its county-based Medicaid 1115 Waiver for treatment of substance use disorders (SUD). As part of the Waiver, an external quality review organization (CaEQRO) conducted annual reviews with technical assistance to help each county further develop and improve their organized delivery system for SUD treatment. CaEQRO panelists described how they used comparative performance measure data to help counties enhance their clients' timely access to treatment, experience of quality care, and positive treatment outcomes.

Stephanie Howard-Gallo

Operations and Compliance Coordinator Staff Report – June 2021 Board Meeting

SUMMARY OF ACTIVITY:

Audit Compliance:

We received the financial review for First Followers (CCMHB funded) on June 1, 2021 and we received the audit for Promise Healthcare on June 9, 2021. They are presently under review by staff and consultant, John Brusveen. We expect their held payments to be released shortly. Payments to Down Syndrome Network (CCDDB funded) have been paused since January 1, 2021 for not submitting an audit.

Other Compliance:

Down Syndrome Network (DSN) did not submit any 3rd quarter reports. A second letter of suspension was sent to them (they have been suspended for a late audit as reported above). DSN did not re-apply to the CCDDB this year for funding.

Community Awareness/Anti-Stigma Efforts/Alliance for Inclusion and Respect (AIR):

I attended “Focus on the Festival: A Live, Online, Q&A with Chaz Ebert and Nate Kohn about Ebertfest 2021”. The festival will be in-person this year. Safety measures such as mandatory masks and limited ticket sales are being explored. The Ebertfest Art Show will be held on Saturday, September 11. The time of the event will be announced once we know the movie schedule. I contacted the artists and they are beginning to sign up for the event.

Contracts:

Following the Board’s allocation decisions at the May 26th Board meeting, contracts were drafted for programs whose term begins July 1, 2021. A spreadsheet tracks the processing of contracts. The spreadsheet indicates which contracts require negotiations, special provisions, revised CLC plans, and if revised program and/or budget forms must be submitted. I track the date the contract is issued and date that it is returned.

I sent out contracts with an “award” letter. The award letter indicates the amount of money allocated to the program and if negotiation or revised forms are necessary. A copy of the “Contract Process and Information Sheet” is included with the award letter and contracts. The sheet provides a summary of the process and key dates, notes on revised plan requirements, refers to potential special provisions, and a reminder to read the contract.

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Once the contracts are signed and returned, copies are provided to the Financial Manager (Chris Wilson) and the Champaign County Auditor's Office before payments can be issued. Contracts returned and program plan revisions made after the June 25th deadline will usually result in delayed payments. Completing the contract process is time consuming.

Trainings:

On June 2nd and June 9th, I attended the University of Illinois Extension Community and Economic Development live webinar on The Open Meetings Act updates and the Freedom of Information Act. Christopher Boggs, Assistant Attorney General from the Illinois Attorney General's Office, provided updated information and tools required to implement this policy at the local level and avoid violations.

Other:

- Preparing meeting materials for CCMHB/CCDDB regular meetings and study sessions/presentations.
- Composing detailed minutes from the meetings.
- Participating in virtual meetings and study sessions for the CCDDB/CCMHB.
- Attended an Expo Steering Committee meeting on June 9th. A vote was taken and the Expo will not be an in-person event this Fall.

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2021 May-June Staff Report- Shandra Summerville

Cultural and Linguistic Competence Coordinator

Agency Cultural and Linguistic Competence (CLC) Technical Assistance, Monitoring, Support and Training for CCMHB/DDB Funded Agencies

Agency Support and Technical Assistance:

We have completed the PY22 allocation and now I am working with organizations to update their CLC Plans. There is still a gap in the transfer of knowledge about the development of the CLC Plan. I have been working with organizations to update their CLC Plans to ensure that we are not moving away from the value of the Cultural and Linguistic Competence Service Standards CLAS. In our current culture Diversity, Equity, and Inclusion is being used in many spaces. Supporting a person's culture and being responsive to their culture when they are receiving services is a value that CCMHB/DDB has implemented for a long time. I am providing technical assistance and support on the implementation of the CLAS Standards. Due to staff changes the knowledge about the CLAS Standards is not being transferred. To ensure that we do not lose the momentum, I am revisiting the information with organizations that have Diversity Committees and Cultural Competence Committees.

Cultural Competence Training/Support

Mahomet Area Youth Club: June 3, 2021, I provided CLC Training for summer staff.

Champaign County Head Start: Head Start is going through one-year organizational cultural competence change process. This process includes monthly meetings with site supervisors, providing all staff cultural competence training, and meetings with top management. We will provide a complete update in October of the change process.

All staff training was held on April 28, 2021.

Site Manager Meetings are held on the 1st Thursday or 3rd Thursday.

Administrative Team Meetings are scheduled monthly.

PACE: I reviewed the updated CLC Plan for PACE for PY22 revisions. I will meet with the Diversity Committee on June 15, 2021.

Don Moyer's Boys Club: I provided CLC Training for All Program Staff on May 25, 2021. I will provide CLC Training for Board on June 22, 2021. This is to fulfill the CCMHB Requirement of Annual Training.

CLC Coordinator Direct Service Activities

Champaign County Redistricting Mapping Advisory Committee

I was appointed to represent Champaign County on the Mapping Advisory Committee. The mapping committee was made up of 12 people from different sectors of the community. The

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2021 May-June Staff Report- Shandra Summerville Cultural and Linguistic Competence Coordinator

committee made mapping recommendations for the County Executive to present to the Champaign County Board for approval. The County Board did not approve the recommendation from the committee and a veto was submitted by the County Executive and will be discussed at the June 24, 2021, County Board Meeting.

PY22 Contract Revisions

I am working with the team to review contract revisions and provide support to organizations that require updates to their CLC Plans for PY22.

Healing Illinois Grant:

The Healing Illinois Grant is completed. I worked with the United Way Equity Challenge as one of the Facilitators for Community Conversations. If you are still interested in accessing the content it will be available on this site listed below. On June 20, 2021, I will attend a community event with other Healing Illinois Grant Recipients at the Independent Media Center about the impact the Healing Illinois Grant in our local community.

<https://unitedwayillinois.org/equity-challenge/?fbclid=IwAR1gxUM4IkADsi84SiTO1uaS428gW9HY1wefJCvUWrNz25S3o PEjdk8ALg>

Biannual-Self Help Conference 2021: I served on the committee that planned the Self-Help Conference 2021. The conference was held virtually this year. I provided the technical support for the conference to ensure that it ran smoothly for a great on-line experience. The conference had about 60 people that registered for the conference. This is one of the programs that is funded by CCMHB.

Webinar and Training Activities:

March 1, 2021- Black Mental Health Matters: Health, Hope, and Healing

March 15, 2021- Becoming a Family, Part I

March 29, 2021 - Becoming a Family, Part II – Birthing while Black – The Imagined versus the Real

April 12, 2021 - No Instructions: Development Across the Early Years – The Imagined versus the Real

April 26, 2021- Embracing the Brilliance and Resilience in Black Families

The Impact of Marijuana Webinar Series dedicated to exploring the impact of marijuana from a variety of lenses, including social justice, workforce, medical, political, public health, and mental health.

March 17th, 2021

ABC's of THC

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2021 May-June Staff Report- Shandra Summerville

Cultural and Linguistic Competence Coordinator

Presenter - Nick Place, Police Officer/DRE Instructor

March 24th, 2021

Commercialization of Marijuana and Social Justice

Presenter - Ben Cort, Chief Executive Officer, Cort Consulting

March 31st, 2021

Impact to Workplace and Drug Policy Solutions

Presenter - Jo McGuire, Executive Director, National Drug & Alcohol Screening Association

April 7th, 2021

Medical Marijuana: A Critical Look at Medicine, Politics, Public Health, and Profits

Presenter - Aaron Weiner, PhD, ABPP

April 14th, 2021

Marijuana: Substance Abuse and Mental Health Fact VS Fiction

Presenter - Matthew Quinn, MA, LCPC, CADC

Copland Center - WRAP for Addictions Webinar: May 10, 2021

The National Institute for Health Care Management (NIHCM) Foundation-Stopping the Other Pandemic: Systemic Racism and Health (4 part series)

https://nihcm.org/publications/stopping-the-other-pandemic-systemic-racism-and-health-1?utm_source=NIHCM+Foundation&utm_campaign=b117764e1a-052121_Webinar_Archive_Video&utm_medium=email&utm_term=0_6f88de9846-b117764e1a-167751988

How Being Trauma-Informed Improves Criminal Justice System Responses Train-the-Trainer- March 16-18, 2021.

Attachment, Regulation and Competency (ARC) Applied in the Juvenile Justice System-May 11-12, 2021.

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2021 May-June Staff Report- Shandra Summerville **Cultural and Linguistic Competence Coordinator** **Anti-Stigma Activities/Community Collaborations and Partnerships**

C-HEARTS African American Storytelling Project: I am continuing to meet with C-Hearts and from this Campus and Community collaboration there is a partnership that is created with DREAM, and The Well Experience called the ASPIRE Program. The Ambitions and Stories of young People Inspiring Resilience and Engagement (ASPIRE) connectedness program. The objectives of the ASPIRE program are to facilitate Black youth's exploration of their strengths and resilience, foster socio-cultural connectedness, and encourage youth to imagine a future filled with unlimited possibilities. There was a proposal submitted to the University of Illinois Call to Action to Address Racism & Social Injustice. The ASPIRE program was accepted to submit a full proposal for full funding.

Disability Expo:

I attended the Expo Steering Committee on June 9, 2021.

ACMHAI:

I attended the Children's Behavioral Health Committee May 27, 2021.

Short Reading List to continue the conversation about Racism and Trauma as a decision maker.

MENTAL HEALTH: Culture, Race, and Ethnicity

A SUPPLEMENT TO MENTAL HEALTH: A REPORT OF THE SURGEON GENERAL

<https://drum.lib.umd.edu/bitstream/handle/1903/22834/sma-01-3613.pdf?sequence=1&isAllowed=y>

National CLAS Standards Fact Sheet

<https://thinkculturalhealth.hhs.gov/pdfs/NationalCLASStandardsFactSheet.pdf>

Foster Care, LGBTQ Youth & Increased Suicide

https://nihcm.org/publications/foster-care-lgbtq-youth-increased-suicide?utm_source=NIHCM+Foundation&utm_campaign=6cd69a3caa-Trevor+Project+Infographic+052521&utm_medium=email&utm_term=0_6f88de9846-6cd69a3caa-167751988

Eliminate Racism

<https://grandchallengesforsocialwork.org/wp-content/uploads/2021/05/Eliminate-Racism-Concept-Paper.pdf>

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Champaign County Mental Health Board
 FY21 Revenues and Expenditures as of 03/31/21

Revenue	Q1	YTD	Budget	% of Budget
Property Tax Distributions	\$ -	\$ -	\$ 5,312,965.00	0.00%
From Developmental Disabilities Board	\$ 98,193.00	\$ 98,193.00	\$ 404,296.00	24.29%
Gifts & Donations	\$ 100.00	\$ 100.00	\$ 18,000.00	0.56%
Other Misc Revenue	\$ -	\$ -	\$ 113,000.00	0.00%
TOTAL	\$ 98,293.00	\$ 98,293.00	\$ 5,848,261.00	1.68%

Expenditure	Q1	YTD	Budget	% of Budget
Personnel	\$ 135,689.70	\$ 135,689.70	\$ 580,633.00	23.37%
Commodities	\$ 1,258.21	\$ 1,258.21	\$ 16,295.00	7.72%
Contributions & Grants	\$ 1,402,720.00	\$ 1,402,720.00	\$ 4,882,008.00	28.73%
Professional Fees	\$ 38,881.11	\$ 38,881.11	\$ 140,000.00	27.77%
Other Services	\$ 51,732.94	\$ 51,732.94	\$ 229,055.00	22.59%
TOTAL	\$ 1,630,281.96	\$ 1,630,281.96	\$ 5,847,991.00	27.88%

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Champaign County Developmental Disability Board
 FY21 Revenues and Expenditures as of 03/31/21

Revenue	Q1	YTD	Budget	% of Budget
Property Tax Distributions	\$ -	\$ -	\$ 4,360,483.00	0.00%
From Mental Health Board	\$ -	\$ -	\$ 6,800.00	0.00%
Other Misc Revenue	\$ -	\$ -	\$ 19,000.00	0.00%
TOTAL	\$ -	\$ -	\$ 4,386,283.00	0.00%

Expenditure	Q1	YTD	Budget	% of Budget
Contributions & Grants	\$ 923,593.32	\$ 923,593.32	\$ 3,931,987.00	23.49%
Professional Fees	\$ 98,193.00	\$ 98,193.00	\$ 404,296.00	24.29%
Transfer to CILA Fund	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	100.00%
TOTAL	\$ 1,071,786.32	\$ 1,071,786.32	\$ 4,386,283.00	24.43%